



TEMPORARY CONSTRUCTION **GROUND SIGN** **PERMIT APPLICATION PACKAGE**

(Temporary Construction Ground Signs Only)

- ▶ **Temporary Construction Ground Sign Permit Application Form**
- ▶ **“How to Obtain a Temporary Construction Ground Sign Permit”**
- ▶ **Electrical Permit Application (if required)**

**TEMPORARY CONSTRUCTION GROUND SIGN
PERMIT APPLICATION FORM**

SLP-TC #

Please complete this application and submit with all necessary attachments as stated in the "**Temporary Construction Ground Sign Permit General Information**." Please type or print legibly using blue or black ink. **Incomplete or illegible applications may be grounds for permit DENIAL.**

Sign Permit Applicant Information	Sign Contractor Information
Applicant Name: _____	Business License No.: _____ Exp.: _____
Business Name: _____	Sign Company Name: _____
Address: _____	Address: _____
City: _____	City: _____
State: _____ Zip Code: _____	State: _____ Zip Code: _____
Phone: (____) _____	Phone: (____) _____
Fax: (____) _____	Fax: (____) _____
Contact Person Name: _____	Contact Person Name: _____
Contact Person Phone: (____) _____	Contact Person Phone: (____) _____
Email Address: _____	Email Address: _____

Property Owner Information
Property Owner Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: (____) _____ Email Address: _____

Site & Business Information
Site Address of Proposed Signage: _____ Zoning District: _____
Building Number: _____ Building Letter: _____ Suite (if applicable): _____
Business Name for Signage: _____

Will Sign be Illuminated? No Yes If yes, how? Internal Illumination External Illumination

Sign will be: Single Face Construction Double Face Construction

ALL TEMPORARY CONSTRUCTION GROUND SIGNS MUST MEET THE FOLLOWING REQUIREMENTS:

- ▶ Total Sign Area is 32 square feet or less? In compliance Not in compliance
 - ▶ Sign WILL NOT be placed within the public Right-of-Way? In compliance Not in compliance
 - ▶ Sign WILL NOT be placed within any DOT Construction Zone? In compliance Not in compliance
 - ▶ Sign location will not disturb any existing trees and/or landscape strips or landscape areas? In compliance Not in compliance
 - ▶ Sign height DOES NOT exceed five-feet (5') above ground? Yes No (see note below)
- Note: Signs exceeding five-feet (5') in height above ground REQUIRE a 10' setback from ROW**
- ▶ Sign height DOES NOT exceed ten-feet (10') above ground? In compliance Not in compliance

Road Frontage (Name) of Proposed Temp. Construction Ground Sign	Total Sign Area (Sq. Ft.)	Maximum Sign Height (from ground)	Setback From Right-Of-Way	Single Face Sign	Double Face Sign	Illuminated Yes / No

- ▶ Right-of-Way (ROW) confirmed by: Recent Site Survey GA DOT Plat (8-1/2"x11" reduction of Survey/Plat must accompany application)
- ▶ Are there any EXISTING Monument/Ground located on the property/building? No Yes
If yes, what will happen with these existing signs? _____

***** Property Owner / Business Owner Signature *****

I hereby certify that there are no existing signs except those indicated on this application or that any sign(s) not listed on this application will be removed before any new sign(s) are installed. I further certify that I am the property owner or business owner and responsible for the placement and maintenance of sign(s) proposed herein. I further certify that the necessary Sign Location Permit and Electrical Permit required for the installation of the sign(s) will be obtained prior to installation. I understand that an approved Temporary Construction Ground Sign Permit Application shall serve as the official Temporary Construction Ground Sign Permit.

Further, I understand that a temporary construction ground sign is permitted only in connection with a construction project on the parcel on which the project is being constructed during the duration of the construction period. Temporary signs shall be removed immediately upon completion of construction activity on the parcel for which this permit has been issued, or upon permit issuance for a permanent Monument/Ground Sign, whichever first occurs.

Signature of Property Owner / Business Owner Printed Name Date

Aggregate Sign Area. The combined sign surface area of all signs on a lot, excluding the area of one face of all double-faced signs. Non-commercial flags and banners are excluded from any determination of aggregate sign area.

Sign Area. The entire area within a continuous perimeter, enclosing the extreme limits of sign display.

Premises. A lot, parcel, tract, or plot of land together with the buildings and structures thereon.

***** To Be Completed by Planning & Development Staff *****

Application Receive Date: _____ Zoning District: _____ RPIN #: _____

Application Checked By: _____ Date: _____
Development Review Staff

Sign Permit is hereby: **APPROVED** **DENIED** Reason for Denial: _____

By: _____
Development Review Staff Date of Action

<u>FEES COLLECTED:</u>	<u>RCVD BY:</u>	<u>DATE PAID:</u>	
Sign Permit Application Review Fee: \$ <u>25.00</u>	_____	_____	(Collected upon application submittal)
Sign Permit Fee: \$ <u>50.00</u>	_____	_____	
Electrical Permit Fee (if required): \$ <u>50.00</u>	_____	_____	
TOTAL FEES COLLECTED: \$ _____			

HOW TO OBTAIN A TEMPORARY CONSTRUCTION GROUND SIGN PERMIT

- Step 1. Obtain a Temporary Construction Ground Sign Permit Application Form and information package.** These may be obtained by visiting the Department of Planning & Development, City of Snellville, City Hall, 2342 Oak Road, 2nd Floor, or by calling 770.985.3514, or printed from the City's website (www.snellville.org).
- Step 2. Complete the Temporary Construction Ground Sign Permit Application Form,** attach the required **b) Temporary Construction Ground Sign Details** (with dimensions & square feet information), **c) Site Location Plan** (with the sign location indicated and all road frontage(s) and distance(s) from Right-of-Way provided), attach the **d) \$25 Review Fee.**
- Step 3. Submit the Complete Application "Package".** Typical office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, except holidays. The review and issuance of sign permits is a "**Drop-Off Process**" for the initial review
- Step 4. Application Review and Site Inspection.** Applicants will be notified within **5 business days** following complete application submittal of permit approval or denial. Applications determined to be incomplete or that contain information that is determined to not be in conformance with the Snellville Zoning Ordinance will be denied and will require a new and complete application re-submittal and \$25 review fee. For any application denied, a written denial letter will be mailed, providing the reason(s) for denial.
- Step 5. Permit Pickup.** When contacted by Planning Department staff that the permit is ready for issuance, a return visit to Planning & Development Department is necessary. Remit the appropriate permit fees (cash, check, Visa, and MasterCard accepted).

Inspections & Certificate of Completion. If an Electrical Permit is required, a final electrical inspection must be scheduled, successfully passed and a Certificate of Completion issued prior to use of the sign. Inspections are requested by calling 770.985.3513 to schedule 24-hours in advance.



The City of Snellville
 Department of Planning & Development
 2342 Oak Road, 2nd Floor
 Snellville, GA 30078
www.snellville.org

(770) 985-3513
 (770) 985-3514
 FAX (770) 985-3551

APPLICATION FOR ELECTRIC PERMIT

Permit No. **E**

DATE _____

Permit for NEW INSTALLATION REPLACEMENT REPAIR

Property: RESIDENTIAL COMMERCIAL

(please print or type)

ADDRESS OF JOB _____

For City of Snellville Use: ADDRESS VERIFIED TO BE IN CITY LIMITS: _____

SUBDIVISION/LOT/BLOCK _____

OWNER _____ PHONE _____

ELECTRICAL CONTRACTOR _____

Address _____ City _____ State _____ Zip _____

Phone (____) _____ Fax (____) _____ E-Mail _____

Contact Person _____ Cell Phone (____) _____

WORK TO BE PERFORMED

AIR COND. _____	HVAC FURNANCE _____	OUTLET(S) _____
ALARM SYSTEM _____	IRRG. SYSTEM _____	SHOWCASE _____
ATTIC FAN _____	LIGHT FIXTURES _____	SIGN(S) _____
DISHWASHER _____	LOW VOLTAGE _____	SUB-FEED(S) _____
DISPOSAL _____	MEATCASE _____	TEMP. POLE _____
ELEVATOR(S) _____	METER LOOPS _____	WASHER/DRYER _____
EXHAUST FAN _____	MOTOR(S) _____	WATER HEATER _____
FLOOD LIGHTS _____	SWIMMING POOL (Repair or Replacement Only) _____	
OTHER _____		

TOTAL PERMIT FEE \$ _____ **MINIMUM PERMIT FEE IS \$50.00**
 (Make check payable to City of Snellville)

I understand that the City of Snellville requires plans on commercial buildings using other than residential electrical fixtures only. A permit shall be secured from the Department of Planning and Development prior to the commencement of any tear-out or electrical work. Upon job completion, please call the Department of Planning and Development (770-985-3513) to arrange for an inspection by the City Building Inspector. I certify that all the above statements are true and that all work performed shall meet National, State, and Local code requirements. Paid permit application shall serve as City of Snellville Electric Permit.

PLEASE ATTACH A CURRENT COPY OF YOUR OCCUPATION TAX/BUSINESS LICENSE AND STATE LICENSE

 CONTRACTOR (PRINT NAME)

 CONTRACTOR SIGNATURE

 STATE LICENSE CARD # EXPIRATION DATE

 BUSINESS LICENSE # CITY/COUNTY EXP. DATE

FOR CITY USE: Inspection Completed On: _____ Inspected by: _____ PASSED: YES / NO

WEMC Approval #: _____ Fax Date: _____ Fax Confirmation #: _____