



# **WALL SIGN PERMIT APPLICATION PACKAGE**

**(For Wall Signs ONLY)**

- **“How to Obtain a Wall Sign Permit”**
- **Wall Sign Permit Application Form**
- **Existing Signage Removal Affidavit**
- **Wall Sign Permit General Information**
- **Building Permit Application (if required)**
- **Electrical Subcontractor Affidavit (if required)**

## HOW TO OBTAIN A WALL SIGN PERMIT

\*\*\* KEEP FOR YOUR RECORDS \*\*\*

- Step 1. Verify Business Location is in the Snellville Municipal City Limits.** Verify the physical business location is in the municipal city limits of Snellville. Four different Postal Zip Codes (30017, 30039, 30052, and 30078) serve the greater Snellville and South Gwinnett area; however, they may not necessarily be located within the City limits. To verify that your business location is within the municipal city limits of Snellville, please review the City of Snellville Street Listing on the City's website ([www.snellville.org](http://www.snellville.org)) or call the Department of Planning & Development 770.985.3514 to have your location confirmed. If the location is not within the Snellville City limits, you will most likely need to contact Gwinnett County Planning & Development 678.518.6000.
- Step 2. Verify Zoning of Property.** Verify that the physical business location is properly zoned to allow the proposed use of the property. If the zoning for the business location does not permit the proposed use of the property, a Rezoning Amendment, Land Use Plan Amendment, or Conditional Use Permit would need to be applied for (by the property owner) and approved through a Public Hearing before the Mayor and Council. Please call the Department of Planning & Development 770.985.3514 to check the current Zoning District classification for the business location. You should review the Zoning Districts and permitted uses on the City's website ([www.snellville.org](http://www.snellville.org)) to determine which Zoning District(s) would permit the use of the proposed business.
- Step 3. Review Sign Ordinance.** Review the Snellville sign regulations, Sec. 207-6, Signs ([www.snellville.org](http://www.snellville.org)) of Chapter 200 of the Unified Development Ordinance to ensure compliance with the city's sign regulations.
- Step 4. Obtain a Wall 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, 2<sup>nd</sup> Floor, or by calling 770.985.3514, or printed from the City's website ([www.snellville.org](http://www.snellville.org)).
- Step 5. Complete the Wall Sign Permit Application Form,** attach the required:
- Wall Sign and Attachment Details;**
  - Illumination/Lighting and Electrical Details;**
  - Building/Storefront Elevation Details** (photograph of all building elevations containing signage. Show height and width dimensions and provide scale (i.e. 1 inch equals 10 feet);
  - Building Permit Application** (if applicable);
  - Subcontractor Affidavit** (from Georgia Licensed Electrician who will be making the electrical connection for each illuminated sign); and
  - \$25 Review Fee.**
- Step 6. Submit the Complete Application "Package".** Typical office hours are 8:00 a.m. to 4:00 p.m. Monday through Friday, except holidays. The review and issuance of sign permits is a "**Drop-Off Process**" for the initial review. If a Building Permit is also required for the sign, structural and electrical drawings must be submitted, reviewed and approved by the Building Plan Review Unit prior to the issuance of the Building Permit. You may also submit your completed application and review fee remittance by U.S. Mail or Overnight Delivery. **We do not accept faxed or emailed applications.**
- Step 7. Application Review and Site Inspection.** Applicants will be notified within 15 business days following 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 sign regulations, Sec. 207-6, Signs 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 8. 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).
- Step 9. Sign Order and Installation.** Upon receipt of a signed and approved Wall Sign Permit Application/Sign Location Plan (and Building Permit, if required), sign order may be placed with sign contractor and installation of sign is authorized. Signs installed without a valid signed and approved permit will require immediate removal by the property owner or business owner and be subject to three times the permit fees upon permitting.

**WALL SIGN PERMIT APPLICATION FORM**

Please complete this application and submit with all necessary attachments as stated in the "Wall 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 Name: _____ Address: _____ _____ City: _____ State: _____ Zip Code: _____ Phone: (_____) _____ Fax: (_____) _____ Contact Person Name: _____ Contact Person Phone: (_____) _____ Email Address: _____	Business License No.: _____ Exp.: _____ Sign Company Name: _____ Address: _____ _____ City: _____ State: _____ Zip Code: _____ Phone: (_____) _____ Fax: (_____) _____ Contact Person Name: _____ Contact Person Phone: (_____) _____ Email Address: _____		
Property Owner Information			
Property Owner Name: _____ Address: _____ City: _____ State: _____ Zip Code: _____ Phone: (_____) _____ Email Address: _____			
Site & Business Information			
Site Address of Proposed Signage: _____ Suite: _____ Shopping Center / Office Center Name: _____ Business or Trade Name: _____ Gross Floor Area/Tenant Space of Business (square feet): _____			
Wall Sign Details			
Cost of Sign Construction Including Installation: \$ _____ Will sign be illuminated? <input type="checkbox"/> NO Illumination <input type="checkbox"/> Internal Illumination <input type="checkbox"/> Exterior Illumination (provide details below) No. of Light Fixtures: _____ Wattage per Fixture: _____ Fixture Type: <input type="checkbox"/> Gooseneck <input type="checkbox"/> Linear Light <input type="checkbox"/> Other Direction of Lighting: <input type="checkbox"/> Up-light <input type="checkbox"/> Down-light (must be cut-off/angled so that light source is not visible to the travelling public). Wall Sign Type: <input type="checkbox"/> Channel Letter <input type="checkbox"/> Reverse Channel Letter <input type="checkbox"/> Front & Back Lit Channel Letter <input type="checkbox"/> Projecting <input type="checkbox"/> Routed <input type="checkbox"/> Sandblasted <input type="checkbox"/> Stud Mounted <input type="checkbox"/> Raceway <input type="checkbox"/> Flush Mounted <input type="checkbox"/> Other (describe): _____ _____ Sign Material: <input type="checkbox"/> Aluminum <input type="checkbox"/> Stone <input type="checkbox"/> Masonry <input type="checkbox"/> Hybrid Routed Wood <input type="checkbox"/> Cut or Formed Metal <input type="checkbox"/> Plastics <input type="checkbox"/> High Density Urethane Foam <input type="checkbox"/> Acrylics <input type="checkbox"/> Polycarbonates <input type="checkbox"/> Other (describe): _____ _____ _____			



### Existing & Non-Conforming Sign Information

NO BUSINESS SHALL BE ALLOWED AN ADDITIONAL CONFORMING SIGN UNTIL IT HAS REMOVED ANY EXISTING NONCONFORMING SIGN.

- Are there any EXISTING Monument, Ground, or Wall Signs located on the property or building?  No  Yes  
If yes, what will happen with the existing signs? \_\_\_\_\_  
If yes, are any of these signs NON-CONFORMING (as defined in the Sign Ordinance)?  No  Yes  
If yes, what will happen with these non-conforming signs? \_\_\_\_\_
- If EXISTING Monument, Ground, or Wall Signs will be removed,  check here and complete the attached "Existing Signage Removal Affidavit."

### Additional Sign Permit Requirements

- Wall Signs that REQUIRE both a Sign Location Permit AND Building Permit include (check each):
  - Individual Signs that Exceed 32 Square Feet in Area?  No  Yes
  - Signs that are Internally or Externally Illuminated?  No  Yes
- Wall Signs that REQUIRE Design by a Georgia Registered Professional Engineer (please check):
  - Signs with supporting structures (raceways) that EXCEED 50 square feet in area?  No  Yes

### Sign Ordinance Definitions & Information

**Building Elevation.** The area of the face of a building including parapet articulation (height X width).

**Channel Letter Construction.** Individually illuminated letters and graphics composed of extruded metal structures with plastic faces and internal neon or L.E.D. illumination. Letters and graphics shall be individually mounted to the wall surface or mounted on a raceway.

**Reverse Channel Letter Construction.** Channel letter construction with clear plastic backing that create a halo-lit effect.

**Sign Area.** The copy of signs composed of individual letters, numerals, or other devices shall be the sum of the area of the smallest rectangle or other geometric figure encompassing each of said letter or device as well as spaces between each letter or device. Curved, spherical, or any other shaped sign face shall be computed on the basis of actual surface area.

**Sign Material.** Signs may be constructed from any of the following materials either singly or in combination: (1) Natural Routed Wood; (2) Stone; (3) Masonry; (4) L.E.D.; (5) Hybrid Routed Wood Product; (6) Cut or Formed Metal; (7) Plastics; (8) High Density Urethane Foam; (9) Acrylics; or (10) Polycarbonates.

### Property Owner / Business Owner / Owner's Agent 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 owner or duly authorized agent of the owner for the placement, installation and/or maintenance of sign(s) hereunder. I further certify that all necessary building and/or electrical permits required for the installation of sign(s) will be obtained prior to installation. I understand that the Wall Sign Permit Application dated and signed by the Director of Planning and Development shall serve as the official Wall Sign Permit.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- Property Owner
- Business Owner
- Owner's Agent

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title / Position

**\*\*\*\* TO BE COMPLETED BY THE PLANNING & DEVELOPMENT STAFF \*\*\*\***

Application Receive Date: \_\_\_\_\_ Zoning District: \_\_\_\_\_ RPIN #: \_\_\_\_\_

CHECK HERE if Variances Approved for Signage: Case No. \_\_\_\_\_ Approval Date: \_\_\_\_\_

Maximum Allowable Sign Area (sq. ft.): \_\_\_\_\_ Non-Conforming Signs Present?  No  Yes (details below)

Application Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Planning & Development Review Staff

Sign Permit is hereby:  **APPROVED**  **DENIED**  Comment  Reason for Denial: \_\_\_\_\_

By: \_\_\_\_\_ Date of Action \_\_\_\_\_  
Director, Department of Planning & Development

**FEES COLLECTED**

		<u>RCVD BY:</u>	<u>DATE PAID:</u>
Sign Permit Application Review Fee:	\$ <u>25.00</u>	_____	_____ (Collected at submittal)
Sign Permit Fee:	\$ _____	_____	_____
Building Permit Fee:	\$ _____	_____	_____
<b>TOTAL FEES COLLECTED:</b>	<b>\$ _____</b>		

**SIGNAGE REMOVAL AFFIDAVIT**

This affidavit must be completed if existing signage must be removed in order to authorize any new signage. Please complete this affidavit, attach it to your Sign Location Permit application, and submit it to the Department of Planning & Development.

Project Name: \_\_\_\_\_ Unit/Phase: \_\_\_\_\_

\*\*\*\*\* ACKNOWLEDGEMENT \*\*\*\*\*

*The signers of this affidavit hereby acknowledge that any existing signs that must be removed to qualify for new or additional signage **MUST** be removed **PRIOR** to completion of new signage as authorized by the issuance of the Sign Location Permit.*

Property Owner

Property Owner's Signature Name: \_\_\_\_\_

Property Owner's Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Business Owner

Business Owner's Signature Name: \_\_\_\_\_

Business Owner's Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Sign Contractor

Sign Contractor's Signature Name: \_\_\_\_\_

Sign Contractor's Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**WALL SIGN PERMIT**  
**GENERAL INFORMATION & GUIDANCE DOCUMENT**

\*\*\* KEEP FOR YOUR RECORDS \*\*\*

This document's purpose is to provide general guidance in obtaining a Wall Sign Permit. The Department of Planning & Development is responsible for the review and issuance of all Sign Permits. Sign Permit processing is a "drop-off" process for the initial review. The following information is necessary to process each Wall Sign Permit application:

- **Multiple Signs.** No business shall be allowed an additional conforming sign until it has removed any existing non-conforming sign or signs. Provided, however, that on parcels with 3 or more businesses, at least 2 of which are party to a lease or leases, any business that does not own or control the non-conforming sign may submit an application to erect a wall sign.
  
- **Application Form.** Complete a Wall Sign Permit application form. The property owner or owner's authorized agent must sign the application form **or a separate letter must be provided from the property owner or agent authorizing the sign installation.** Submit the completed application form to the Department of Planning and Development for review. **Applications determined to be incomplete or that contain information that is not in conformance with the Snellville sign regulations, Sec. 207-6, Signs will be DENIED and will require a new and complete application re-submittal and \$25 review fee.**
  
- **Wall Sign Permit Review Fee.** The \$25 review fee (non-refundable) must accompany the application form (upon the initial submittal and again upon any subsequent re-submittals).
  
- **Other Sign Permits.** The following signage type requires submittal of a separate sign permit application:
  - Arm Pole Banner Sign
  - Awning Sign
  - Canopy Sign
  - Electronic Message Board
  - Entrance Sign
  - Interior Project Directional Sign
  - Menu Board & Pre-Menu Board Signs
  - Monument Sign
  - Wall Sign
  - Window & Door Sign
  
- **Wall Sign and Attachment Details.** Wall sign and attachment details must include: a) complete dimensions of all signs and sign structures and showing total sign area in square feet; b) identify which building elevation the sign(s) is to be affixed. If the building has multiple elevations, provide a floor plan showing the elevations (example: front is elevation A; right side is elevation B; etc.); c) attachment details; and d) **provide three (3) colored sets** of wall sign detail plans.
  
- **Exterior Illumination/Lighting Details.** Show location of all light fixtures. Provide fixture type and wattage. If using a down light, fixture must be cut off or angled so that the light source cannot be seen from the traveling public.
  
- **Building Permit (if required).** Submit three (3) complete sets of drawings which clearly indicate the structural and electrical construction requirements for each proposed sign and at a minimum contain the following information:
  - Drawings for each illuminated sign shall clearly indicate the electrical requirements including the size and location of the electrical disconnect, the type and size of wire, the conduit size and estimated load. Drawings shall also specify the name of a nationally recognized organization as applicable to the illuminated sign to be installed;
  - Electrical installations shall meet the requirements of the National Electrical Code and must be performed by a Georgia Licensed electrician;
  - The Georgia Licensed electrician (electrical subcontractor) must submit a completed Subcontractor Affidavit; provide a copy of their Business License; and provide a copy of their State of Georgia State Construction Industry Licensing Board Electrical Contractor License copy, to the Planning & Development Department prior to requesting an electrical inspection; and
  - Drawings for each sign structure shall clearly specify the required materials, sizes, and locations for all structural components. Complete details shall be provided that clearly indicates the required connections between all structural components including anchorage to the foundation. Details shall also indicate required attachments of sign cabinets to the supporting structure.



- **Signs Requiring Engineered Plans.** Submit three (3) complete sets of design plans, each with original seal and signature by a Georgia Registered Professional Engineer, for signs with supporting structures that exceed 50 square feet in area. Submitted design plans shall contain the following minimum design data in addition to the information required above for building permits:
  - State on drawings that the design complies with the SBCCI Standard Building Code;
  - State on drawings that the wind load design complies with ASCE 7 (Minimum Design Loads for Buildings and Other Structures);
  - State on drawings the Basic Wind Speed (mph), Design Wind Pressure (psf), and Exposure Category (B or C);
  - State on drawings the minimum required soil bearing capacity (psf); and
  - State on drawings the structural material specifications (including but not limited to ASTM designation, yield strength (ksi), and material grade, if applicable).
  
- **Inspection Requirements.** Drawings for sign structures that have been stamped/approved by the Building Official shall be kept readily accessible at the job site at all times during construction; and
  - The Georgia Licensed electrician (electrical subcontractor) must submit a completed Subcontractor Affidavit; provide a copy of their Business License; and provide a copy of their State of Georgia State Construction Industry Licensing Board Electrical Contractor License copy, to the Planning & Development Department prior to requesting an electrical inspection;
  - Each sign, for which a building permit has been issued, requires and electrical and final inspection by the City building inspector. Upon successful completion of all inspections, a Certificate of Completion will be available for pickup the following business day.
  
- **Appeal/Administrative Review.** Any person with an interest in the sign or the property may appeal the determination of the Director ordering removal or compliance by filing a written notice of appeal with the Board of Appeals within 30 days after the date of mailing of the notice of violation, or 30 days after receipt of the notice if the notice was hand-delivered not mailed. The Board of Appeals must review said application at the next regularly scheduled meeting. If the Board of Appeals fails to reach a decision (excluding postponement of meeting or agenda item) during its next regularly scheduled meeting, the appeal will be deemed to be granted. Applications for appeals are subject to provisions of Chapter 100 of this UDO.

Notwithstanding the above, in cases of emergency, the Director may cause the immediate removal of a dangerous or defective sign without notice.

- **Expiration Date.** A Sign Location Permit shall become null and void if the sign from which the permit was issued has not been completed within six (6) months after the date of issuance.
  
- **Sign Application Review Period.** The Department must complete its review of the application within 15 working days of the date of application and either approve or deny the application. If the application is incomplete or contains insufficient information as described above, it must be denied. If the Department fails to approve or deny the sign within 15 working days, the applicant may post the sign as if approved.

**APPLICATION FOR BUILDING PERMIT  
CITY OF SNELLVILLE**

FOR CITY USE ONLY

Permit No. \_\_\_\_\_

GEORGIA

Date Rcvd: \_\_\_\_\_

ECC: \_\_\_\_\_

**DESCRIPTION OF WORK (check all that apply):**

- MONUMENT SIGN
- WALL SIGN
- FREE STANDING GROUND SIGN
- RESIDENTIAL
- AWNING SIGN
- ELECTRONIC MESSAGE BOARD SIGN
- COMMERCIAL
- CANOPY SIGN

**BUILDING PERMIT REQUIRED FOR (check all that apply):**

- Signs that exceed 32 sq. ft. in area
- Signs on walls having a sign height exceeding 4-feet
- Signs that are internally or externally illuminated
- Ground signs that exceed 6-feet in height above grade

Description of Proposed Construction \_\_\_\_\_

Project Name or Business Location Name \_\_\_\_\_

Job Address \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

Project/Subdivision \_\_\_\_\_ Tax Parcel # \_\_\_\_\_ - \_\_\_\_\_ Zoning \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City / State / Zip: \_\_\_\_\_

Business Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City / State / Zip: \_\_\_\_\_

Sign Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City / State / Zip: \_\_\_\_\_

Business License # \_\_\_\_\_ Issuing Authority: \_\_\_\_\_ Expires: \_\_\_\_\_

**\*\*\*\* SIGN CONTRACTORS, PLEASE ATTACH A COPY OF BUSINESS LICENSE OR OCCUPATION TAX CERTIFICATE \*\*\*\***

As the property owner or authorized agent, I hereby apply for a permit to erect/alter and use the sign structure as described herein and/or shown on accompanying plans and specifications. If a site location plan is required, said structure will be located as shown on the site location plan. If the permit is granted, I shall construct and install same according to the sign location plan, structural and electrical drawings, national, state, and local building codes, and zoning ordinance of the City of Snellville. Further, I shall be responsible for complying with all required set backs. Electrical installations shall meet the requirements of the NFPA National Electrical Code and must be performed by a Georgia Licensed electrician. Electrical subcontractor shall submit a completed Subcontractor Affidavit to the City of Snellville Planning Department prior to making any electrical connections. Sign Contractor must hold a valid Occupational Tax Certificate (AKA "business License") and provide a copy at time of Building Permit application. I hereby certify that I am the property owner or the authorized agent of the property owner and that all information contained hereon is true and accurate.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

# **SUBCONTRACTOR AFFIDAVIT**

**CITY OF SNELLVILLE**  
**DEPARTMENT OF PLANNING & DEVELOPMENT**  
2342 OAK ROAD, 2<sup>ND</sup> FLOOR, SNELLVILLE, GA 30078  
(770) 985-3513 / (770) 985-3514  
[www.snellville.org](http://www.snellville.org)

## **ELECTRICAL INSTALLATIONS AND CONNECTIONS**

MUST MEET THE REQUIREMENTS OF THE CURRENT ADOPTED NEC (NATIONAL ELECTRICAL CODE) AND MUST BE PERFORMED BY A GEORGIA REGISTERED ELECTRICIAN.

## **INSPECTION REQUESTS**

CALL (770) 985-3513 AT LEAST 24-HOURS PRIOR TO INSPECTION REQUEST.  
INSPECTIONS PERFORMED WEEKLY (MON – WED – FRI)

SIGN CONTRACTOR: \_\_\_\_\_ PERMIT # \_\_\_\_\_

JOB SITE ADDRESS: \_\_\_\_\_ LOT / BLOCK: \_\_\_\_\_

SUBDIVISION / PROJECT NAME: \_\_\_\_\_

THIS IS TO CERTIFY THAT I WILL BE RESPONSIBLE FOR SUBCONTRACTORS PERFORMING:

**ELECTRICAL**

PLEASE CHECK THE TYPE OF STATE LICENSE HELD AND BEING USED FOR THIS JOB:

Electrical Contractor Class I

Electrical Contractor Class II (Unrestricted)

I certify that I am experienced in the classification above and I will comply with all codes and ordinances adopted by the City of Snellville that pertain to the construction of this structure. In the event of any change in my status on this installation, I understand that I will be held responsible for all indicated work at this job until Building Inspections have been notified, in writing, of any change.

SUBCONTRACTOR  
COMPANY NAME: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP \_\_\_\_\_

OCCUPATION TAX # OR BUSINESS LICENSE #) \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_ ISSUING AUTHORITY: \_\_\_\_\_

STATE LICENSE #: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

SUBCONTRACTOR SIGNATURE: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**SUBCONTRACTORS MUST PROVIDE A CURRENT COPY OF THEIR BUSINESS LICENSE  
AND STATE CONSTRUCTION INDUSTRY LICENSE FOR EACH AFFIDAVIT SUBMITTED**