



# City of Grovetown

103 Old Wrightsboro Road  
P.O. Box 120  
Grovetown, GA 30813



Department of Planning and Development  
Office: 706-860-5094 Fax: 706-860-5017

## Permanent Sign Permit

In accordance with Appendix C - Sign Code of the Grovetown Code of Ordinances, the City Council deems it appropriate and necessary to establish a permitting process for Permanent Signs. Please submit the following information:

Applicant/Contractor:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: ( ) - \_\_\_\_\_

Copy of Insurance Certificate: Please attach

Business license number: \_\_\_\_\_

Name of Owner of real property where sign will be located: \_\_\_\_\_

Address: \_\_\_\_\_

Consent of property owner or agent granting permission and maintenance of sign (sign below)

Tenant:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: ( ) - \_\_\_\_\_

Business license number: \_\_\_\_\_  
(If Available)

**Sign Information:**

(For each additional sign use a separate page 2 and 3)

Street Address	
Total Square Footage for Proposed Signs	
Sign Value	\$
Total Number of Proposed Signs	
Total Square Footage for all other (exempt) windows, wall incidental or building signs	
Does this Location have existing Signage?	___ Yes ___ No
Aggregate Existing Sign Area by Sign Type (If Applicable)	
Type of Construction	___ New Construction ___ Face Replacement
Type of Sign (As defined in Appendix C – Sign Code)	

Freestanding Signs:

Sign Height: \_\_\_\_\_ Feet \_\_\_\_\_ Inches

Setback: \_\_\_\_\_ Feet \_\_\_\_\_ Inches

Sign Dimensions 1: \_\_\_\_\_ Length \_\_\_\_\_ Width

Sign Square Feet Per Side: \_\_\_\_\_

Total Sign Square Feet: \_\_\_\_\_

Distance Separation to like Sign Types: \_\_\_\_\_

Wall Signs:

(If Sign or Support will be Mounted to Wall, Please Complete the Following)

Sign #: \_\_\_\_\_

Sign Construction Materials: \_\_\_\_\_

Building Dimensions: (W) \_\_\_\_\_ X (H) \_\_\_\_\_ (Circle): Front / Side 1 / Side 2 / Rear

Display Area of Sign: (L) \_\_\_\_\_ X (W) \_\_\_\_\_

Sign Area as Percentage of Wall Face: \_\_\_\_\_%

Height to Top of Sign (Highest Point of Sign Structure): \_\_\_\_\_ Feet \_\_\_\_\_ Inches

Will this sign be illuminated?    Yes  No 

Method of Illumination: \_\_\_\_\_

For new freestanding signs, a dimensioned site plan of the property, drawn to scale, showing all existing structures, including existing signage, indicating the proposed location of the sign, its height, and dimensioning the distance from the right of way.

For building signs, an elevation or rendering of all faces of the proposed sign that includes all dimensions (total area of each face, total area, width of tenant façade, height of sign, height above grade, any other measurement requested by Director of Planning and Community Development).

Drawn details, with all relevant measurements, and an explanation of how the sign is to be mounted or erected

Plans required for issuance of a sign permit shall be certified as to conformance with all building, structural, and wind load-resistive standards of the building code by a qualified structural engineer or be prepared using standard drawings prepared by a structural engineer or other qualified professional meeting or exceeding all requirements of the building code, if applicable.

All signs involving internal lights, other electrical devices, or circuits shall display a label certifying it as being approved by the Underwriter's Laboratories, Inc.

Submit a nonrefundable permit fee of \$40 and an inspection fee of \$45 is required. An additional fee of \$45 dollars is required for the inspection of electrical signs.

**NOTE: Georgia Code section 16-10-71 provides that a person who makes a lawful oath or affirmation or who executes a document knowing that it purports to be acknowledgment of a lawful oath or affirmation commits the offense of false swearing when, in any matter or thing other than a judicial proceeding, he knowingly and willfully makes a false statement.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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

Subscribed and sworn before me on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

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

Subscribed and sworn before me on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_