



Permanent Sign Permit Requirements

A Permanent Sign is any sign made of durable materials that is intended to be erected for more than ten (10) days. Examples of permanent signs include free-standing signs, wall signs, and certain construction or real estate signs if they are intended to be in place for longer than ten days. If your sign will be needed for less than ten days, please request a Temporary Sign Permit application form. If you have questions about permitting requirements, you may contact a planner at 770-641-3780.

Please complete the Permanent Sign Permit application form and return with all required documents to the Community Development Department, 38 Hill Street, Suite G – 30, Roswell, GA 30075.

Failure to complete pages two and three of this application along with the submission of all required documentation will result in denial of the sign permit application.

REQUIREMENTS

1. Freestanding or Ground Mounted Signs: (a) Drawings to an architectural or engineering scale of the proposed sign; (b) Scaled elevation of the size and height of the proposed sign from ground level and adjacent street level; (c) Proposed materials and color scheme of sign; (d) Square foot area per sign; (e) The street address is on both sides of the sign, visible from both directions of travel; (f) Street address numbers in contrasting colors against the background, and are a minimum of eight inches in height; construction signs, real estate signs, and sidewalk signs are exempt from this requirement; (g) The distance of the proposed sign from the subject property's boundaries.
2. Wall Signs: (a) Drawings of the proposed sign; (b) Two sets of building elevations to scale, detailing the height of the leasable area, and indicating the location of the proposed sign; (c) Proposed materials and color scheme of sign; (d) Square foot area per sign; (e) Height of sign above sidewalk; (f) Width of storefront; (g) method of illumination. Lighting may be subject to Historic Preservation Commission or Design Review Board.
3. For all signs fifty (50) square feet or larger & For all freestanding or ground mounted signs with a height of eight (8) feet or taller: (a) A photographic simulation of the sign; (b) a certified and stamped construction plan by a Georgia registered professional engineer showing compliance with the International Building Code including, but not limited to, items required in Chapter 16 and Appendix H, Section H105 of the International Building Code, and showing all structural supports.
4. Freestanding or ground mounted signs must have a footing inspection. All inspections must be requested before 4:00 p.m. for an inspection on the following business day. E-mail inspection requests to buildinginspection@roswellgov.com (provide the address, permit number, type of inspection, site contact name & phone number).
5. Electrical signs must have an electrical permit prior to the issuance of a sign permit. Existing electrical outlet may be extended by a licensed electrician up to a maximum of 5' (60") without electrical permit.
6. All signs must be completed and installed within six (6) months of issuance or the permit will become invalid. Sign permit decals must be placed on the sign to be visible from the street.



Sign Decal No: _____

Munis # _____

APPLICATION FOR PERMANENT SIGN PERMIT

APPLICANT (OWNER OF SIGN)

Business Name _____

Business Owner or Manager _____

E-mail Address _____

Phone _____

Business Address _____

City _____

State _____

Zip _____

Business Mailing Address (If other than above) _____

City _____

State _____

Zip _____

PROPERTY OWNER

Property Owner _____

Phone _____

Property Owner Address _____

City _____

State _____

Zip _____

SIGN LOCATION / DESCRIPTION

Name as it will appear on sign _____

Address where sign will be located _____

Name of Retail/Office Center where sign will be located _____

Store Frontage in Linear Feet _____

Road Frontage in Linear Feet _____

Land Lot _____

Zoning District _____

Type of Sign (check one):

- Wall Sign (\$100)
- Ground Sign (\$175)
- Construction/Real Estate Sign (\$175)
- Panel Exchange (\$15)
- Sandwich Sign (\$125)

Is the sign electric? Yes No

Electrical Permit # _____

Commercial Business License Information

Signs will not be permitted before a an application to register a commercial business in the City of Roswell has been submitted.

Occupation Tax Number _____

Date Submitted _____

Applicants submitting applications for residential developments must verify that there are no developments within the City of Roswell with the same name. Sign permits will not be issued for duplicate names.

SIGN CONTRACTOR (*SIGN COMPANY MUST PROVIDE A CURRENT COPY OF BUSINESS LICENSE*)

Sign Contractor Name / Company _____

Contractor Phone # _____

E-mail Address _____

Address of Sign Contractor _____

City _____

State _____

Zip _____

Will contractor install sign? Yes No

Property owner's permission to install sign? Yes No

APPLICANT SIGNATURE

I hereby certify that all information provided herein is true and correct. I am aware of UDC 10.3, Signs, and agree to comply with the City of Roswell Unified Development Code.

Applicant Signature: Business Owner or Owner's Representative _____

Date: ____ / ____ / ____

Approved / Denied

By: _____

Date: ____ / ____ / ____

BUSINESS INFORMATION

SIGN DESCRIPTION

AFFIDAVIT



Ground Signs (including Construction/Real Estate Signs & Sidewalk Signs)

Is the sign electric? Yes No Will contractor utilize existing outlet? Yes No

Illumination Source: Internal External Non-Illuminated

Type of Illumination: _____

Sign Material: _____

Area of sign face _____ sq. feet Overall height of sign _____ feet

Height of sign face _____ feet Height of sign base _____ feet

(UDC 10.3).

Setback from right-of-way: _____ feet

Footing depth: _____ feet Footing width: _____ Footing diameter: _____

Checklist of Items to be Submitted for Ground Sign Applications:

- A completed sign application;
- Drawings to architectural or engineering scale of the proposed sign with labeled dimensions;
- Scaled elevation of the size and height of the proposed sign from ground level and adjacent street level;
- Proposed materials and color scheme of sign;
- Square foot area per sign;
- The street address is on both sides of the sign, visible from both directions of travel; (except construction, real estate signs & sidewalk signs)
- Street address numbers in contrasting colors against the background, and are a minimum of eight inches in height.
- The distance of proposed sign from the subject property's boundaries. The distance should be documented on a survey or site plan indicating the distance of the proposed sign from the subject property's boundaries;
- Footing detail (except sidewalk signs).
- Signs 50 square feet or greater – P.E. stamped construction plan
- Signs 8 feet or taller – P.E. stamped construction plan

Wall Signs

Is the sign electric? Yes No Will contractor utilize existing outlet? Yes No

Illumination Source: Internal External Non-Illuminated

Type of Illumination: _____ (UDC 10.3.24)

Sign Material: _____

Total Sign Area: _____ square feet

Checklist of Items to be Submitted for Wall Sign Applications:

- A completed sign application;
- Drawings of the proposed signs;
- Two sets of building elevations to scale detailing the height of the leasable area, and indicating the location of the proposed sign;
- Proposed materials and color scheme of sign;
- Square foot area per sign (UDC 10.3.22);
- Height of sign above sidewalk (UDC 10.3.10);
- Width of storefront.
- Signs 50 square feet or greater – P.E. stamped construction plan

Additional Items

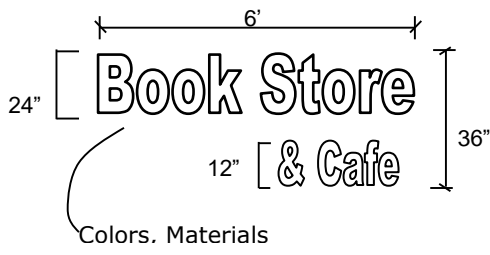
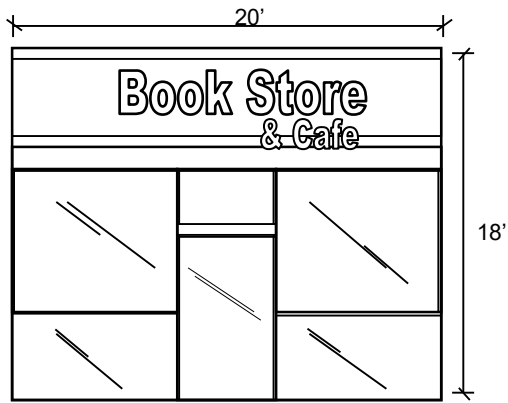
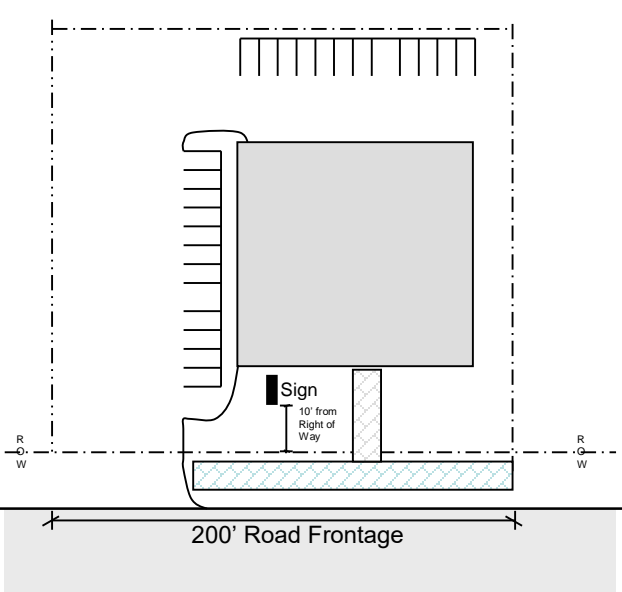
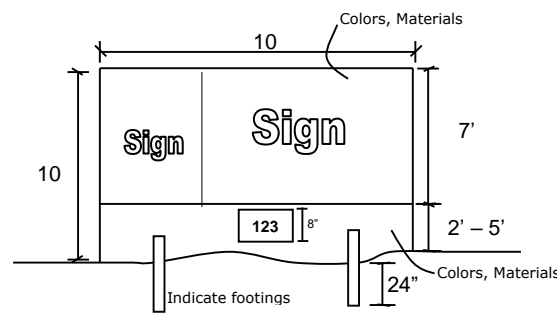
For all sign fifty (50) square feet of larger AND for all freestanding or ground mounted signs with a height of eight (8) feet or taller, a certified and stamped-construction plan by a Georgia registered professional engineer showing structural supports, compliance with the International Building Code (IBC), including items in IBC Chapter 16, and Appendix H, Section 105.

A footing inspection is required for all freestanding or ground mounted signs. E-mail buildinginspection@roswellgov.com before 4:00 p.m. to schedule an inspection for the following business day.

The Sign permit decal should be affixed to sign, visible from the street.

Sign installation must be completed within six (6) months of issuing the permit or the permit will become invalid.

Examples of Items to be Submitted with Sign Application

Drawing of a proposed wall sign	Building elevation indicating proposed sign location
 <p>Colors. Materials</p> <p>Not to scale</p>	
Site plan showing sign location	Proposed ground sign with footings
 <p>200' Road Frontage</p> <p>10' from Right of Way</p>	 <p>Colors, Materials</p> <p>Indicate footings</p> <p>Colors, Materials</p>