



## SIGN PERMIT APPLICATION

P.O. Box 300 700 Hwy 293 Emerson, GA 30137  
Phone (770) 382-9819

### Applicant

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

Address: \_\_\_\_\_  
(street) (city) (state) (zip)

Email: \_\_\_\_\_

### Property Owner

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

Address: \_\_\_\_\_  
(street) (city) (state) (zip)

### Sign Location Information

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

Tax ID: \_\_\_\_\_ Lot: \_\_\_\_\_ Bldg: \_\_\_\_\_

### Contractor

A licensed sign contractor is required for signs greater than 32 square feet or over 6 feet high (except painted wall signs and banners). All contractors must pay a city occupation tax to engage in the business of erecting, painting or maintaining signs in the City of Emerson.

Contracting Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor Address: \_\_\_\_\_  
(street) (city) (state) (zip)

Name of person(s) installing the sign: \_\_\_\_\_

Contractor's License No: \_\_\_\_\_

The following items must be included with this application:

CHECK	REQUIREMENT
	Attach written consent of the property owner where the sign is to be erected.
	An accurate scale drawing of the site showing the proposed location of the sign, other signs on the site, driveways, parking areas, existing rights-of-way, easements, a site distance diagram and any other limiting site features (survey is not required). Signage installed upon a building or structure shall include the height and width of the building façade for each façade the signage is to be installed upon.
	Provide an accurate scale drawing of the plans, specifications and method of construction and attachment of the sign to the build or ground. The drawing shall specifically include the size of the sign area, overall dimensions of the sign, height of the sign upon installation, location of the sign installation and any protective devices or landscaping around the base of the sign. Engineered structural drawings designed to applicable codes, such as the building or electrical code, may be required by the building official where such codes apply.
	Indicate current zoning and parcel lines on the above drawing.
	Provide the value of each sign.
	Provide comprehensive photographs of the proposed site, including all existing buildings, structures, existing signage and driveways.
	Provide the dates within the preceding 12 months when temporary signs were utilized, if any.
	See fee schedule at <a href="http://www.cityofemerson.org/documents">www.cityofemerson.org/documents</a> for sign permit fees.

The applicant agrees to indemnify and hold harmless the City of Emerson against loss or threatened loss or expense by reason of the liability or potential liability of the City of Emerson for or arising out of any claims for damages.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_