

Sign Permit Application

SUBMIT TO:

DAWSON COUNTY COMMUNITY DEVELOPMENT

25 Justice Way, Suite 2322 Dawsonville, GA. 30534

PHONE: 706-344-3500 x 42332 FAX: 706-531-2730

PERMIT # _____

ALL FIELDS MUST BE COMPLETE IN ORDER FOR YOUR APPLICATION TO BE PROCESSED

INSTRUCTIONS AND ADDITIONAL INFORMATION REQUIREMENTS ON REVERSE

BUSINESS INFORMATION

TAX MAP AND PARCEL NUMBER: _____ ZONING: _____

BUSINESS NAME: _____ OWNER: _____

ADDRESS: _____

SIGN ADDRESS: _____

(WRITE **SAME** IF BUSINESS ADDRESS IS SIGN ADDRESS)

PHONE #: _____ FAX#: _____ E-MAIL: _____

SIGN COMPANY INFORMATION

APPLICANTS NAME: _____

SIGN COMPANY: _____

COMPANY CONTACT: _____

(IF DIFFERENT FROM APPLICANT)

ADDRESS: _____

PHONE #: _____ FAX#: _____ E-MAIL: _____

INSTALLATION CONTRACTOR: _____

CONTACT PERSON: _____ PHONE#: _____

ADDRESS: _____

SIGN INFORMATION

TYPE OF SIGN: GROUND MOUNTED WALL/CANOPY TEMPORARY
(CIRCLE ALL THAT APPLY)

SIZE IN SQUARE FEET: _____ HEIGHT FROM GROUND: _____
(GROUND MOUNT ONLY)

LINEAR FEET OF BUILDING FAÇADE: _____ VALUE OF SIGN: \$ _____

REVIEW FEE: \$ _____ DATE: _____ PERMIT FEE: \$ _____ DATE: _____

REVIEW # 1 2 3 AFTER 3RD REVIEW ADDITIONAL \$50 REVIEW FEE WILL BE CHARGED

APPLICANT SIGNATURE: _____ DATE: _____

REVIEWED/APPROVED BY: _____ DATE: _____

CONTACTED APPLICANT BY PHONE (DATE) _____ RETURNED VIA MAIL (DATE) _____

SIGN PERMIT APPLICATION INSTRUCTIONS AND ADDITIONAL INFORMATION REQUIREMENTS

**FILLING OUT AN APPLICATION DOES NOT ENTITLE
YOU TO ERECT SIGNAGE, YOU MUST HAVE A PERMIT
SIGNED BY A COUNTY OFFICAL TO ERECT SIGNAGE**

- **A PROFESSIONALLY RENDERED DRAWING OF THE PROPOSED SIGN
(A HAND DRAWN RENDERING WILL BE ACCEPTED AT THE
REVIEWERS DISCRETION IF THE DRAWING IS LEGIBLE)**
- **A PLAT OR SUVEY OF THE SITE SHOWING THE EXACT LOCATON OF
THE PROPOSED SIGN (GROUND MOUNT ONLY)**
- **A SCALED DRAWING OF THE BUILDING FACADE SHOWING THE
LINEAR FOOTAGE OF THE WALL TO WHICH THE SIGN WILL BE
MOUNTED (WALL SIGN ONLY)**
- **A \$50.00 PAYMENT FOR PLAN REVIEW IS REQUIRED AT TIME OF
SUBMITTAL**
- **SIGN PERMIT FEE IS ASSESSED AS \$5.00 FOR EVERY \$1000 VALUE OF
SIGN WITH A MINIMUM PAYMENT OF \$50.00 PERMIT FEES MAY BE
PAID AT TIME OF APPLICATION OR UPON APPLICATION APPROVAL**
- **AN APPLICATION, REVIEW FEE AND PERMIT FEE IS REQUIRED FOR
EACH SIGN**
- **ALL PERMITS ISSUED MUST BE KEPT ON FILE AT THE SIGN OWNERS
LOCAL ADDRESS AND MUST BE PRESENTED FOR INSPECTION WHEN
REQUEST IS MADE BY THE DIRECTOR OF DAWSON COUNTY
PLANNING AND DEVELOPMENT, THE DAWSON COUNTY BUILDING
OFFICIAL, ANY DAWSON COUNTY INSPECTOR OR THE DAWSON
COUNTY CODE ENFORCEMENT OFFICER. FAILURE TO PRODUCE
THIS DOCUMENTATION COULD RESULT IN THE REVOCATION OF
YOUR SIGN PERMIT AND ANY FURTHER APPROPRIATE ACTION**
- **IF YOUR APPLICATION IS FREE OF ERRORS YOUR SIGN PERMIT
WILL BE ISSUED WITHIN 7 DAYS OF THE RECIPT OF THE
APPLICATION**