



330 Town Center Avenue · Suwanee, GA 30024  
770-945-8996 · 770-945-2792 (FAX)  
www.suwanee.com

# SIGN PERMIT APPLICATION

PERMANENT WALL OR MONUMENT SIGN

ATTACH TO ONLINE PERMIT APPLICATION

(ONE PERMIT APPLICATION PER SIGN)

## PROPERTY INFORMATION

ADDRESS OF SIGN \_\_\_\_\_  
BUSINESS NAME \_\_\_\_\_  
BUSINESS OWNER NAME \_\_\_\_\_ EMAIL \_\_\_\_\_  
BUSINESS OWNER ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

## CONTRACTOR INFORMATION

SIGN CONTRACTOR (COMPANY) \_\_\_\_\_  
CONTACT NAME \_\_\_\_\_ EMAIL \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

## SIGN INFORMATION

**WALL SIGN** (WALL SIGNS NOT TO EXCEED 5% OF OVERALL WALL DIMENSION)

WALL DIMENSIONS (HEIGHT X WIDTH) \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ WALL SQ. FT.  
TOTAL ALLOWABLE SIGN SIZE (WALL SQ. FT. CALCULATED ABOVE X .05) = \_\_\_\_\_ ALLOWABLE SQ. FT.  
SIGN DIMENSIONS (HEIGHT X WIDTH) \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ SIGN SQ. FT.

**MONUMENT SIGN\*\*\***

BUILDING SQUARE FOOTAGE (HEATED FLOOR AREA) \_\_\_\_\_ SQ. FT.  
OVERALL SIGN DIMENSIONS (HEIGHT X WIDTH **EXCLUDING** BASE) \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ OVERALL SQ. FT.  
COPY AREA DIMENSIONS (HEIGHT X WIDTH) \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ COPY AREA SQ. FT.  
HEIGHT OF GROUND SIGN FROM GRADE TO TOP OF SIGN (**INCLUDING** BASE) \_\_\_\_\_ FT.  
SIGN SET BACK FROM RIGHT OF WAY \_\_\_\_\_ FT.

### ALL SIGN PERMIT APPLICATIONS MUST INCLUDE THE FOLLOWING:

- ATTACH SITE PLAN DRAWN TO SCALE SHOWING SIGN LOCATION
- ALL SIGN STRUCTURES MORE THAN 32 SQ FT MUST HAVE STRUCTURAL ENGINEER SEAL ON PLANS AND FOOTINGS MUST BE ENGINEER DESIGNED WITH SEAL
- ALL SIGN STRUCTURES AND PLACEMENT MUST MEET THE CITY OF SUWANEE SIGN ORDINANCE AND INTERNATIONAL BUILDING CODE REQUIREMENTS FOR SIGNS
- ALL WALL AND CANOPY MOUNTED SIGNS MUST HAVE ENGINEER DESIGNED METHOD OF ATTACHMENT

ANY ERRORS MADE BY CITY OF SUWANEE STAFF IN THE PROCESS OF ISSUING THIS PERMIT OR INSPECTION OF SIGN DOES NOT RELIEVE THE APPLICANT OF COMPLYING WITH ALL APPLICABLE CODES AND ORDINANCES.

\*\*\*PLEASE NOTE: FOOTING & ELECTRICAL INSPECTIONS REQUIRED FOR GROUND SIGNS. (PLEASE SCHEDULE INSPECTIONS ONLINE).

## SIGNATURES

LANDOWNER SIGNATURE OR APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_  
APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## APPROVAL - STAFF REVIEW

APPLICATION APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_  
APPLICATION REJECTED BY \_\_\_\_\_ DATE \_\_\_\_\_  
REJECTED FOR THE FOLLOWING \_\_\_\_\_