



# **CANOPY SIGN PERMIT APPLICATION PACKAGE**

**(For Canopy Signs ONLY)**

- **“How to Obtain a Canopy Sign Permit”**
- **Canopy Sign Permit Application Form**
- **Existing Signage Removal Affidavit**
- **Canopy Sign Permit General Information**
- **Building Permit Application (if required)**

## HOW TO OBTAIN A CANOPY SIGN PERMIT

\*\*\* KEEP FOR YOUR RECORDS \*\*\*

- Step 1. Verify Business Location is in the Snellville Municipal City Limits.** Verify the physical business location is in the municipal city limits of Snellville. Four different Postal Zip Codes (30017, 30039, 30052, and 30078) serve the greater Snellville and South Gwinnett area; however, they may not necessarily be located within the City limits. To verify that your business location is within the municipal city limits of Snellville, please review the City of Snellville Street Listing on the City's website ([www.snellville.org](http://www.snellville.org)) or call the Department of Planning & Development 770.985.3514 to have your location confirmed. If the location is not within the Snellville City limits, you will most likely need to contact Gwinnett County Planning & Development 678.518.6000.
- Step 2. Verify Zoning of Property.** Verify that the physical business location is properly zoned to allow the proposed use of the property. If the zoning for the business location does not permit the proposed use of the property, a Rezoning Amendment, Land Use Plan Amendment, or Conditional Use Permit would need to be applied for (by the property owner) and approved through a Public Hearing before the Mayor and Council. Please call the Department of Planning & Development 770.985.3515 to check the current Zoning District classification for the business location. You should review the Zoning Districts and permitted uses on the City's website ([www.snellville.org](http://www.snellville.org)) to determine which Zoning District(s) would permit the use of the proposed business.
- Step 3. Review Sign Ordinance.** Review the Snellville Zoning Ordinance, Article 12, Signs ([www.snellville.org](http://www.snellville.org)) to ensure compliance with the city's Sign Ordinance.
- Step 4. Obtain a Canopy Sign Permit Application Form and information package.** These may be obtained by visiting the Department of Planning & Development, City of Snellville, City Hall, 2342 Oak Road, 2<sup>nd</sup> Floor, or by calling 770.985.3514, or printed from the City's website ([www.snellville.org](http://www.snellville.org)).
- Step 5. Complete the Canopy Sign Permit Application Form,** attach the required:
- Canopy Sign and Attachment Details;**
  - Illumination/Lighting and Electrical Details;**
  - Canopy Structure Elevation Details** (photograph of all canopy structure elevations containing signage. Show height and width dimensions and provide scale (i.e. 1 inch equals 10 feet);
  - Building Permit Application** (if applicable); and
  - \$15.00 Review Fee.**
- Step 6. Submit the Complete Application "Package".** Typical office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, except holidays. The review and issuance of sign permits is a "**Drop-Off Process**" for the initial review. If a Building Permit is also required for the sign, structural and electrical drawings must be submitted, reviewed and approved by the Building Plan Review Unit prior to the issuance of the Building Permit. You may also submit your completed application and review fee remittance by U.S. Mail or Overnight Delivery. **We do not accept faxed or emailed applications.**
- Step 7. Application Review and Site Inspection.** Applicants will be notified within **15 business days** following application submittal of permit approval or denial. Applications determined to be incomplete or that contain information that is determined to not be in conformance with the Snellville Zoning Ordinance, Article 12, Signs will be denied and will require a new and complete application re-submittal and \$15.00 review fee. For any application denied, a written denial letter will be mailed, providing the reason(s) for denial.
- Step 8. Permit Pickup.** When contacted by Planning Department staff that the permit is ready for issuance, a return visit to Planning & Development Department is necessary. Remit the appropriate permit fees (cash, check, Visa, and MasterCard accepted).
- Step 9. Sign Order and Installation.** Upon receipt of a signed and approved Canopy Sign Permit Application (and Building Permit, if required), sign order may be placed with sign contractor and installation of sign is authorized. Signs installed without a valid signed and approved permit will require immediate removal by the property owner or business owner and be subject to three times the permit fees upon permitting.

**CANOPY SIGN PERMIT APPLICATION FORM**

Please complete this application and submit with all necessary attachments as stated in the “**Canopy Sign Permit General Information.**” Please type or print legibly using blue or black ink. Incomplete or illegible applications may be grounds for permit DENIAL.

Sign Permit Applicant Information	Sign Contractor Information
Applicant Name: _____	Business License No.: _____ Exp.: _____
Business Name: _____	Sign Company Name: _____
Address: _____	Address: _____
City: _____	City: _____
State: _____ Zip Code: _____	State: _____ Zip Code: _____
Phone: (_____) _____	Phone: (_____) _____
Fax: (_____) _____	Fax: (_____) _____
Contact Person Name: _____	Contact Person Name: _____
Contact Person Phone: (_____) _____	Contact Person Phone: (_____) _____
Email Address: _____	Email Address: _____

**Property Owner Information**

Property Owner Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

**Site & Business Information**

Site Address of Proposed Signage: \_\_\_\_\_ Suite: \_\_\_\_\_

Shopping Center / Office Center Name: \_\_\_\_\_

Business or Trade Name: \_\_\_\_\_

Gross Canopy Area of Business (square feet): \_\_\_\_\_

**Canopy Sign Details**

Cost of Canopy Sign Construction Including Installation: \$ \_\_\_\_\_

Will sign be Illuminated?  NO Illumination  Internal Illumination

Canopy Sign Type:  Channel Letter  Reverse Channel Letter  Front & Back Lit Channel Letter  Routed

Sandblasted  Stud Mounted  Raceway  Flush Mounted  Other (describe): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Canopy Sign Material:  Aluminum  Stone  Masonry  Hybrid Routed Wood  Cut or Formed Metal

Plastics  High Density Urethane Foam  Acrylics  Polycarbonates  Other (describe): \_\_\_\_\_

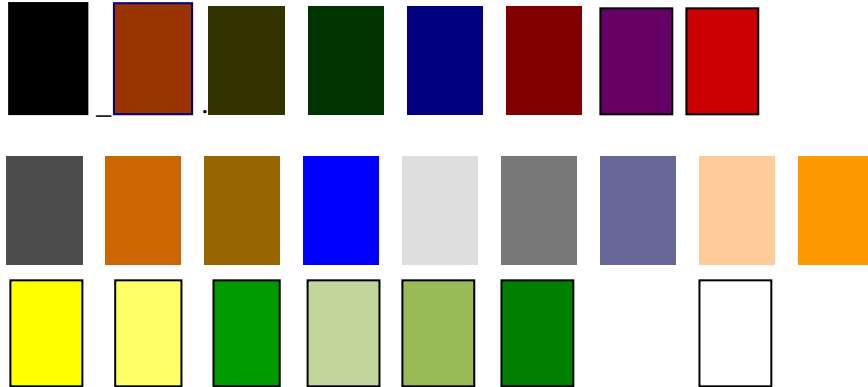
\_\_\_\_\_

\_\_\_\_\_

Canopy Color(s): Indicate the primary canopy colors (and circle below): \_\_\_\_\_

### Canopy Sign Area Criteria

Canopy signs, utilizing approved wall sign typology, shall not exceed fifteen percent (15%) of the face of the canopy on which the sign is located. Canopy face shall be from the official City color palette of Sec. 12.4(B)(1) below:



### Canopy Elevation and Sign Area Details

Canopy Elevation	Overall Canopy Height (feet)	Overall Canopy Length (feet)	Canopy Face Area (sq. ft.)	15% Canopy Face Area Allowance (sq. ft.)	Proposed Canopy Face Area (sq. ft.)
<i>EXAMPLE: East (Scenic Hwy.)</i>	<i>3'-0"</i>	<i>50'-0"</i>	<i>150.00</i>	<i>22.50</i>	<i>20.00</i>

Sign Identifier	Overall Sign Height (feet)	Overall Sign Width (feet)	Calculated Sign Area (sq. ft.)	Sign Location
<i>EXAMPLE: Quik Mart</i>	<i>2'-0"</i>	<i>10'-0"</i>	<i>20.00</i>	<i>East Canopy (Scenic Hwy.)</i>

### Existing & Non-Conforming Sign Information

**NO BUSINESS SHALL BE ALLOWED AN ADDITIONAL CONFORMING SIGN UNTIL IT HAS REMOVED ANY EXISTING NONCONFORMING SIGN.**

- Are there any EXISTING Monument, Ground, or Wall Signs located on the property or building?  No  Yes  
If yes, what will happen with the existing signs? \_\_\_\_\_  
If yes, are any of these signs NON-CONFORMING (as defined in the Sign Ordinance)?  No  Yes  
If yes, what will happen with these non-conforming signs? \_\_\_\_\_
- If EXISTING Monument, Ground, or Wall Signs will be removed,  check here and complete the attached "Existing Signage Removal Affidavit."

### Additional Sign Permit Requirements

- Canopy Signs that REQUIRE both a Canopy Sign Permit AND Building Permit include (please check each):
  - Individual Signs that Exceed 32 Square Feet in Area?  No  Yes
  - Signs that are Internally Illuminated?  No  Yes
- Canopy Signs that REQUIRE Design by a Georgia Registered Professional Engineer (please check):
  - Signs with supporting structures (raceways) that EXCEED 50 square feet in area?  No  Yes

### Sign Ordinance Definitions & Information

**Canopy Sign.** A sign affixed to, superimposed upon, or painted on any roof-like structure which extends over a sidewalk or walkway or vehicle access area.

**Channel Letter Construction.** Individually illuminated letters and graphics composed of extruded metal structures with plastic faces and internal neon or L.E.D. illumination. Letters and graphics shall be individually mounted to the wall surface or mounted on a raceway.

**Reverse Channel Letter Construction.** Channel letter construction with clear plastic backing that create a halo-lit effect.

**Sign Area.** The copy of signs composed of individual letters, numerals, or other devices shall be the sum of the area of the smallest rectangle or other geometric figure encompassing each of said letter or device as well as spaces between each letter or device. Curved, spherical, or any other shaped sign face shall be computed on the basis of actual surface area.

**Sign Material.** Signs may be constructed from any of the following materials either singly or in combination. See Appendix "XII-A" (Sign Examples) for approved examples and further explanation of allowable signage: (1) Natural Routed Wood; (2) Stone; (3) Masonry; (4) L.E.D.; (5) Hybrid Routed Wood Product; (6) Cut or Formed Metal; (7) Plastics; (8) High Density Urethane Foam; (9) Acrylics; or (10) Polycarbonates.

### Property Owner / Business Owner / Owner's Agent Signature

I hereby certify that there are no existing signs except those indicated on this application or that any sign(s) not listed on this application will be removed before any new sign(s) are installed. I further certify that I am the owner or duly authorized agent of the owner for the placement, installation and/or maintenance of sign(s) hereunder. I further certify that all necessary building and/or electrical permits required for the installation of sign(s) will be obtained prior to installation. I understand that the Canopy Sign Permit Application dated and signed by the Director of Planning and Development shall serve as the official Canopy Sign Permit.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Property Owner  
 Business Owner  
 Owner's Agent

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

\_\_\_\_\_  
Title / Position

**\*\*\*\* TO BE COMPLETED BY THE PLANNING & DEVELOPMENT STAFF \*\*\*\***

Application Receive Date: \_\_\_\_\_ Zoning District: \_\_\_\_\_ RPIN #: \_\_\_\_\_

CHECK HERE if Variances Approved for Signage: Case No. \_\_\_\_\_ Approval Date: \_\_\_\_\_

Non-Conforming Signs Present?  No  Yes (provide details): \_\_\_\_\_

Application Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Planning & Development Review Staff

Sign Permit is hereby:  APPROVED  DENIED  Comment  Reason for Denial: \_\_\_\_\_

By: \_\_\_\_\_

Director, Department of Planning & Development

Date of Action

**FEES COLLECTED**

		<u>RCVD BY:</u>	<u>DATE PAID:</u>	
Sign Permit Application Review Fee:	\$ <u>15.00</u>	_____	_____	(Collected at submittal)
Sign Permit Fee:	\$ _____	_____	_____	
Building Permit Fee:	\$ _____	_____	_____	
<b>TOTAL FEES COLLECTED:</b>	<b>\$ _____</b>			

## **SIGNAGE REMOVAL AFFIDAVIT**

This affidavit must be completed if existing signage must be removed in order to authorize any new signage. Please complete this affidavit, attach it to your Sign Location Permit application, and submit it to the Department of Planning & Development.

Project Name: \_\_\_\_\_ Unit/Phase: \_\_\_\_\_

\*\*\*\*\* ACKNOWLEDGEMENT \*\*\*\*\*

*The signers of this affidavit hereby acknowledge that any existing signs that must be removed to qualify for new or additional signage **MUST** be removed **PRIOR** to completion of new signage as authorized by the issuance of the Sign Location Permit.*

### Property Owner

Property Owner's Signature Name: \_\_\_\_\_

Property Owner's Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Business Owner

Business Owner's Signature Name: \_\_\_\_\_

Business Owner's Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Sign Contractor

Sign Contractor's Signature Name: \_\_\_\_\_

Sign Contractor's Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**CANOPY SIGN PERMIT**  
**GENERAL INFORMATION & GUIDANCE DOCUMENT**

\* \* \* KEEP FOR YOUR RECORDS \* \* \*

This document's purpose is to provide general guidance in obtaining a Canopy Sign Permit. The Department of Planning & Development is responsible for the review and issuance of all Sign Permits. Sign Permit processing is a "drop-off" process for the initial review. The following information is necessary to process each Wall Sign Permit application:

- **Multiple Signs.** No business shall be allowed an additional conforming sign until it has removed any existing non-conforming sign or signs. Provided, however, that on parcels with 3 or more businesses, at least 2 of which are party to a lease or leases, any business that does not own or control the non-conforming sign may submit an application to erect a wall sign.
  
- **Application Form.** Complete a Canopy Sign Permit application form. The property owner or owner's authorized agent must sign the application form **or a separate letter must be provided from the property owner or agent authorizing the sign installation.** Submit the completed application form to the Department of Planning and Development for review. **Applications determined to be incomplete or that contain information that is not in conformance with the Snellville Zoning Ordinance, Article 12, Signs will be DENIED and will require a new and complete application re-submittal and \$15.00 review fee.**
  
- **Canopy Sign Permit Review Fee.** The \$15.00 review fee (non-refundable) must accompany the application form (upon the initial submittal and again upon any subsequent re-submittals).
  
- **Other Sign Permits.** The following signage type requires submittal of a separate sign permit application:
  - Wall Sign
  - Window & Door Sign
  - Awning Sign
  - Monument/ground Sign
  - Electronic Message Board Sign
  
- **Canopy Sign and Attachment Details.** Canopy sign and attachment details must include: a) complete dimensions of all signs and sign structures and showing total sign area in square feet; b) identify which canopy structure elevation the sign(s) is to be affixed. If the canopy structure has multiple elevations, provide a roof plan showing the elevations (example: front is elevation A; right side is elevation B; etc.); c) attachment details; and d) **provide three (3) colored sets** of canopy sign detail plans.
  
- **Building Permit (if required).** Submit three (3) complete sets of drawings which clearly indicate the structural and electrical construction requirements for each proposed sign and at a minimum contain the following information:
  - Drawings for each illuminated sign shall clearly indicate the electrical requirements including the size and location of the electrical disconnect, the type and size of wire, the conduit size and estimated load. Drawings shall also specify the name of a nationally recognized organization as applicable to the illuminated sign to be installed;
  - Electrical installations shall meet the requirements of the NFPA National Electrical Code and must be performed by a Georgia Licensed electrician;
  - The Georgia Licensed electrician (electrical subcontractor) must submit a completed Subcontractor Affidavit; provide a copy of their Business License; and provide a copy of their State of Georgia State Construction Industry Licensing Board Electrical Contractor License copy, to the Planning & Development Department prior to requesting an electrical inspection; and
  - Drawings for each sign structure shall clearly specify the required materials, sizes, and locations for all structural components. Complete details shall be provided that clearly indicates the required connections between all structural components including anchorage to the foundation. Details shall also indicate required attachments of sign cabinets to the supporting structure.



- **Signs Requiring Engineered Plans.** Submit three (3) complete sets of design plans, each with original seal and signature by a Georgia Registered Professional Engineer, for signs with supporting structures that exceed 50 square feet in area. Submitted design plans shall contain the following minimum design data in addition to the information required above for building permits:
  - State on drawings that the design complies with the SBCCI Standard Building Code;
  - State on drawings that the wind load design complies with ASCE 7 (Minimum Design Loads for Buildings and Other Structures);
  - State on drawings the Basic Wind Speed (mph), Design Wind Pressure (psf), and Exposure Category (B or C);
  - State on drawings the minimum required soil bearing capacity (psf); and
  - State on drawings the structural material specifications (including but not limited to ASTM designation, yield strength (ksi), and material grade, if applicable).
  
- **Inspection Requirements.** Drawings for sign structures that have been stamped/approved by the Building Official shall be kept readily accessible at the job site at all times during construction; and
  - The Georgia Licensed electrician (electrical subcontractor) must submit a completed Subcontractor Affidavit; provide a copy of their Business License; and provide a copy of their State of Georgia State Construction Industry Licensing Board Electrical Contractor License copy, to the Planning & Development Department prior to requesting an electrical inspection;
  - Each sign, for which a building permit has been issued, requires and electrical and final inspection by the City building inspector. Upon successful completion of all inspections, a Certificate of Completion will be available for pickup the following business day.
  
- **Appeal/Administrative Review.** Any person aggrieved or affected by the decision of the Director of Planning and Development relating to the application of the Zoning Ordinance, may appeal to the Zoning Board of Appeals for relief or reconsideration within thirty (30) days from the date of the adverse determination by the Director of Planning and Development and/or Code Enforcement Officer.
  
- **Expiration Date.** A Sign Location Permit shall become null and void if the sign from which the permit was issued has not been completed within six (6) months after the date of issuance.

APPLICATION FOR BUILDING PERMIT  
CITY OF SNELLVILLE  
GEORGIA

FOR CITY USE ONLY

Permit No. \_\_\_\_\_

Date Rcvd: \_\_\_\_\_

ECC: \_\_\_\_\_

**DESCRIPTION OF WORK (check all that apply):**

- MONUMENT SIGN       WALL SIGN       AWNING SIGN       CANOPY SIGN  
 FREE STANDING GROUND SIGN       ELECTRONIC MESSAGE BOARD SIGN

- RESIDENTIAL       COMMERCIAL

**BUILDING PERMIT REQUIRED FOR (check all that apply):**

- Signs that exceed 32 sq. ft. in area       Signs that are internally or externally illuminated  
 Signs on walls having a sign height exceeding 4-feet       Ground signs that exceed 6-feet in height above grade

Description of Proposed Construction \_\_\_\_\_

Project Name or Business Location Name \_\_\_\_\_

Job Address \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

Project/Subdivision \_\_\_\_\_ Tax Parcel # \_\_\_\_\_ - \_\_\_\_\_ Zoning \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City / State / Zip: \_\_\_\_\_

Business Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City / State / Zip: \_\_\_\_\_

Sign Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City / State / Zip: \_\_\_\_\_

Business License # \_\_\_\_\_ Issuing Authority: \_\_\_\_\_ Expires: \_\_\_\_\_

\*\*\*\* SIGN CONTRACTORS, PLEASE ATTACH A COPY OF BUSINESS LICENSE OR OCCUPATION TAX CERTIFICATE \*\*\*\*

As the property owner or authorized agent, I hereby apply for a permit to erect/alter and use the sign structure as described herein and/or shown on accompanying plans and specifications. If a site location plan is required, said structure will be located as shown on the site location plan. If the permit is granted, I shall construct and install same according to the sign location plan, structural and electrical drawings, national, state, and local building codes, and zoning ordinance of the City of Snellville. Further, I shall be responsible for complying with all required set backs. Electrical installations shall meet the requirements of the NFPA National Electrical Code and must be performed by a Georgia Licensed electrician. Electrical subcontractor shall submit a completed Subcontractor Affidavit to the City of Snellville Planning Department prior to making any electrical connections. Sign Contractor must hold a valid Occupational Tax Certificate (AKA "business License") and provide a copy at time of Building Permit application. I hereby certify that I am the property owner or the authorized agent of the property owner and that all information contained hereon is true and accurate.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_