



**TEMPORARY CONSTRUCTION**  
**GROUND SIGN**  
**PERMIT APPLICATION PACKAGE**

**(Temporary Construction Ground Signs Only)**

- **Temporary Construction Ground Sign Permit Application Form**
- **“How to Obtain a Temporary Construction Ground Sign Permit”**
- **Electrical Permit Application (if required)**

**TEMPORARY CONSTRUCTION GROUND SIGN  
PERMIT APPLICATION FORM**

|                 |
|-----------------|
| <b>SLP-TC #</b> |
|-----------------|

Please complete this application and submit with all necessary attachments as stated in the “Temporary Construction Ground 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 License No.: _____ Exp.: _____ | Sign Company Name: _____            |
| Business Name: _____   | Address: _____                          | Address: _____                          | Address: _____                      |
| Address: _____   | City: _____                             | City: _____                             | City: _____                         |
| City: _____  | State: _____ Zip Code: _____            | State: _____ Zip Code: _____            | State: _____ Zip Code: _____        |
| State: _____ Zip Code: _____   | Phone: (_____) _____                    | Phone: (_____) _____                    | Phone: (_____) _____                |
| Phone: (_____) _____   | Fax: (_____) _____                      | Fax: (_____) _____                      | Fax: (_____) _____                  |
| Fax: (_____) _____   | Contact Person Name: _____              | Contact Person Name: _____              | Contact Person Name: _____          |
| Contact Person Name: _____   | Contact Person Phone: (_____) _____     | Contact Person Phone: (_____) _____     | Contact Person Phone: (_____) _____ |
| Contact Person Phone: (_____) _____  | Email Address: _____                    | Email Address: _____                    | Email Address: _____                |
| Email Address: _____   | <b>Property Owner Information</b>       |   |                                     |
| Property Owner Name: _____   |   |   |                                     |
| Address: _____   |   |   |                                     |
| City: _____ State: _____ Zip Code: _____                                   |   |   |                                     |
| Phone: (_____) _____ Email Address: _____                                  |   |   |                                     |
| <b>Site &amp; Business Information</b>                                     |   |   |                                     |
| Site Address of Proposed Signage: _____ Zoning District: _____             |   |   |                                     |
| Building Number: _____ Building Letter: _____ Suite (if applicable): _____ |   |   |                                     |
| Business Name for Signage: _____   |   |   |                                     |

Will Sign be Illuminated?  No  Yes If yes, how?  Internal Illumination  External Illumination

Sign will be:  Single Face Construction  Double Face Construction

**ALL TEMPORARY CONSTRUCTION GROUND SIGNS MUST MEET THE FOLLOWING REQUIREMENTS:**

- Total Sign Area is 32 square feet or less?  In compliance  Not in compliance
  - Sign WILL NOT be placed within the public Right-of-Way?  In compliance  Not in compliance
  - Sign WILL NOT be placed within any DOT Construction Zone?  In compliance  Not in compliance
  - Sign location will not disturb any existing trees and/or landscape strips or landscape areas?  In compliance  Not in compliance
  - Sign height DOES NOT exceed five-feet (5') above ground?  Yes  No (see note below)
- Note: Signs exceeding five-feet (5') in height above ground REQUIRE a 10' setback from ROW**
- Sign height DOES NOT exceed ten-feet (10') above ground?  In compliance  Not in compliance

| Road Frontage (Name) of Proposed Temp. Construction Ground Sign | Total Sign Area (Sq. Ft.) | Maximum Sign Height (from ground) | Setback From Right-Of-Way | Single Face Sign | Double Face Sign | Illuminated Yes / No |
|---|---------------------------|-----------------------------------|---------------------------|------------------|------------------|----------------------|
|   |                           |                                   |                           |                  |                  |                      |
|   |                           |                                   |                           |                  |                  |                      |

- Right-of-Way (ROW) confirmed by:  Recent Site Survey  GA DOT Plat (8-1/2"x11" reduction of Survey/Plat must accompany application)
- Are there any EXISTING Monument/Ground located on the property/building?  No  Yes  
If yes, what will happen with these existing signs? \_\_\_\_\_

\*\*\*\*\* Property Owner / Business Owner 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 property owner or business owner and responsible for the placement and maintenance of sign(s) proposed herein. I further certify that the necessary Sign Location Permit and Electrical Permit required for the installation of the sign(s) will be obtained prior to installation. I understand that an approved Temporary Construction Ground Sign Permit Application shall serve as the official Temporary Construction Ground Sign Permit.

Further, I understand that a temporary construction ground sign is permitted only in connection with a construction project on the parcel on which the project is being constructed during the duration of the construction period. Temporary signs shall be removed immediately upon completion of construction activity on the parcel for which this permit has been issued, or upon permit issuance for a permanent Monument/Ground Sign, whichever first occurs.

\_\_\_\_\_  
Signature of Property Owner / Business Owner

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

\_\_\_\_\_  
Date

Aggregate Sign Area. The combined sign surface area of all signs on a lot, excluding the area of one face of all double-faced signs. Non-commercial flags and banners are excluded from any determination of aggregate sign area.  
Sign Area. The entire area within a continuous perimeter, enclosing the extreme limits of sign display.  
Premises. A lot, parcel, tract, or plot of land together with the buildings and structures thereon.

\*\*\*\*\* To Be Completed by Planning & Development Staff \*\*\*\*\*

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

Application Checked By: \_\_\_\_\_ Date: \_\_\_\_\_  
Development Review Staff

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

By: \_\_\_\_\_  
Development Review Staff Date of Action

**FEES COLLECTED:**

|                                      |                                       |                             |                             |  |
|--------------------------------------|---------------------------------------|-----------------------------|-----------------------------|--|
| Sign Permit Application Review Fee:  | \$ <u>15.00</u>                       | <u>                    </u> | <u>                    </u> | (Collected upon application submittal) |
| Sign Permit Fee:                     | \$ <u>50.00</u>                       | <u>                    </u> | <u>                    </u> |  |
| Electrical Permit Fee (if required): | \$ <u>30.00</u>                       | <u>                    </u> | <u>                    </u> |  |
| <b>TOTAL FEES COLLECTED:</b>         | <b>\$ <u>                    </u></b> |                             |                             |  |

## **HOW TO OBTAIN A TEMPORARY CONSTRUCTION GROUND SIGN PERMIT**

- Step 1. Obtain a Temporary Construction Ground 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 2. Complete the Temporary Construction Ground Sign Permit Application Form,** attach the required **b) Temporary Construction Ground Sign Details** (with dimensions & square feet information), **c) Site Location Plan** (with the sign location indicated and all road frontage(s) and distance(s) from Right-of-Way provided), attach the **d) \$15 Review Fee.**
- Step 3. 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
- Step 4. Application Review and Site Inspection.** Applicants will be notified within **5 business days** following complete 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 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 5. 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).

**Inspections & Certificate of Completion.** If an Electrical Permit is required, a final electrical inspection must be scheduled, successfully passed and a Certificate of Completion issued prior to use of the sign. Inspections are requested by calling 770.985.3513 to schedule 24-hours in advance.



**The City of Snellville**  
 Department of Planning & Development  
 2342 Oak Road, 2<sup>nd</sup> Floor  
 Snellville, GA 30078  
[www.snellville.org](http://www.snellville.org)

(770) 985-3513  
 (770) 985-3514  
 FAX (770) 985-3551

**APPLICATION FOR ELECTRIC PERMIT**

Permit No. **E**

DATE \_\_\_\_\_

Permit for:  NEW INSTALLATION     REPLACEMENT     REPAIR

Property:     RESIDENTIAL     COMMERCIAL

(please print or type)

ADDRESS OF JOB \_\_\_\_\_

**For City of Snellville Use:** ADDRESS VERIFIED TO BE IN CITY LIMITS: \_\_\_\_\_

SUBDIVISION/LOT/BLOCK \_\_\_\_\_

OWNER \_\_\_\_\_ PHONE \_\_\_\_\_

ELECTRICAL CONTRACTOR \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

Contact Person \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

**WORK TO BE PERFORMED**

|                    |  |                    |
|--------------------|--|--------------------|
| AIR COND. _____    | HVAC FURNANCE _____                              | OUTLET(S) _____    |
| ALARM SYSTEM _____ | IRRG. SYSTEM _____                               | SHOWCASE _____     |
| ATTIC FAN _____    | LIGHT FIXTURES _____                             | SIGN(S) _____      |
| DISHWASHER _____   | LOW VOLTAGE _____                                | SUB-FEED(S) _____  |
| DISPOSAL _____     | MEATCASE _____                                   | TEMP. POLE _____   |
| ELEVATOR(S) _____  | METER LOOPS _____                                | WASHER/DRYER _____ |
| EXHAUST FAN _____  | MOTOR(S) _____                                   | WATER HEATER _____ |
| FLOOD LIGHTS _____ | SWIMMING POOL (Repair or Replacement Only) _____ |                    |
| OTHER _____        |  |                    |

TOTAL PERMIT FEE \$ \_\_\_\_\_  
 (Make check payable to City of Snellville)

**MINIMUM PERMIT FEE IS \$30.00**

I understand that the City of Snellville requires plans on commercial buildings using other than residential electrical fixtures only. A permit shall be secured from the Department of Planning and Development prior to the commencement of any tear-out or electrical work. Upon job completion, please call the Department of Planning and Development (770-985-3513) to arrange for a **next-day** inspection by the City Building Inspector. I certify that all the above statements are true and that all work performed shall meet National, State, and Local code requirements. Paid permit application shall serve as City of Snellville Electric Permit.

**PLEASE ATTACH A CURRENT COPY OF YOUR OCCUPATION TAX/BUSINESS LICENSE AND STATE LICENSE**

\_\_\_\_\_  
 CONTRACTOR (PRINT NAME)

\_\_\_\_\_  
 CONTRACTOR SIGNATURE

\_\_\_\_\_  
 STATE LICENSE CARD #                      EXPIRATION DATE

\_\_\_\_\_  
 BUSINESS LICENSE #                      CITY/COUNTY                      EXP. DATE

FOR CITY USE: Inspection Completed On: \_\_\_\_\_ Inspected by: \_\_\_\_\_ PASSED: YES / NO

WEMC Approval #: \_\_\_\_\_ Fax Date: \_\_\_\_\_ Fax Confirmation #: \_\_\_\_\_