

City of Suwanee
330 Town Center Avenue
Suwanee, GA 30024
770-945-8996 (phone)
770-945-2792 (fax)

Sign Permit Application

Application Date _____
Permit # _____ Fee \$ _____

PROPERTY INFORMATION

ADDRESS OF SIGN _____
BUSINESS NAME _____
BUSINESS OWNER NAME _____
BUSINESS OWNER ADDRESS _____

SIGN INFORMATION

SIGN CONTRACTOR (COMPANY) _____ BUSINESS LICENSE # _____
CONTACT NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____ PHONE _____
() NEW () ILLUMINATED () GROUND*** () CANOPY () PERMANENT () SINGLE FACE () DOUBLE FACE
COPY AREA SQ. FT. _____ WALL SQ. FT. _____ WALL DIMENSIONS (HxW) _____
OVERALL DIMENSIONS _____ SIGN AREA SQ. FT. _____
HEIGHT OF GROUND SIGN FROM GRADE TO BOTTOM OF SIGN _____ TOP OF SIGN _____
SIGN SET BACK FROM RIGHT OF WAY _____ FT.

- 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 WALL AND CANOPY MOUNTED SIGNS MUST HAVE ENGINEER DESIGNED METHOD OF ATTACHMENT
- ALL SIGN STRUCTURES AND PLACEMENT MUST MEET THE CITY OF SUWANEE SIGN ORDINANCE AND INTERNATIONAL BUILDING CODE REQUIREMENTS FOR SIGNS
- 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

SIGNATURES

BUILDING/LAND OWNER SIGNATURE _____ DATE _____
APPLICANT SIGNATURE _____ DATE _____

APPROVALS—FOR OFFICE USE ONLY

APPLICATION APPROVED BY _____ DATE _____
APPLICATION REJECTED BY _____ DATE _____
REJECTED FOR THE FOLLOWING _____

INSPECTION RECORD

*** PLEASE NOTE: FOOTING & ELECTRICAL INSPECTIONS FOR GROUND SIGNS (PLEASE CALL TO SCHEDULE)

FINAL: APPROVAL DATE: _____ REJECTED DATE _____
COMMENTS: _____