



Code Enforcement

1291 Greensboro Highway • P.O. Box 112 • Watkinsville, Georgia 30677 • 706-769-3907 Fax 706-310-3506

Sign Approval Application

*** THIS IS NOT A BUILDING PERMIT ***

Submit plans and fee to Code Enforcement with this application. Upon approval of this application AND BEFORE COMMENCING WORK, you must submit a Sign Permit Application with the Oconee County Code Enforcement Department. Refer to the Oconee County Unified Development Code for more specific requirements.

DATE SUBMITTED _____ JOB SITE ADDRESS _____

TAX PARCEL # _____ SIGN VALUATION \$ _____

LAND USE CATEGORY _____ Agricultural _____ Public or Community Use _____ Single & Two-Family Residential
(check one) _____ Commercial _____ Industrial _____ Multi-Family Residential

Size in square feet of the smallest rectangle drawn around sign area or sign structure area (whichever is greater) _____ Overall Height (above ground elevation) _____
Effective Height (above adjacent road grade) _____

*** TEMPORARY SIGNS ONLY *** Graphic Display Period FROM _____ TO _____
/ / / /

SIGN TYPE	GRAPHIC MATERIALS	ILLUMINATION *
_____ Principal Free Standing one use (UDC § 707.01)	_____ Aluminum _____ Fiberglass	_____ External
_____ Principal Free Standing planned center (UDC § 707.02)	_____ Building (wall) _____ Metal	_____ Internal
_____ Project Entrance (UDC § 707.03)	_____ Changeable Copy _____ Plastic (automatic)	_____ Channeled (internal)
_____ Building Sign (UDC § 707.05)	_____ Changeable Copy _____ Stainless Steel (manual)	_____ Channeled (reverse)
_____ Temporary Sign (UDC § 708)	_____ Wood _____ Masonry	<i>* No illuminated signs are allowed within 100 feet of a residential property (UDC § 705.08.d)</i>

In erecting or maintaining this sign, the applicant and property owner agree to indemnify and hold harmless the Board of Commissioners of Oconee County and their representatives against all damages, demands, or expenses resulting from the erection and / or maintenance of this sign or sign structure. I understand that this is not a Sign Building Permit and that prior to performing any work, a Sign Building Permit must first be obtained from the Oconee County Code Enforcement Department.

APPLICANT NAME (print) _____ APPLICANT SIGNATURE _____

APPLICANT ADDRESS _____ APPLICANT PHONE NUMBER _____

GRAPHIC CONTRACTOR NAME (print) _____ GRAPHIC CONTRACTOR SIGNATURE _____

GRAPHIC CONTRACTOR ADDRESS _____ GRAPHIC CONTRACTOR PHONE NUMBER _____

OWNER NAME (print) _____ OWNER SIGNATURE _____

OWNER ADDRESS _____ OWNER PHONE NUMBER _____

Sign approval will expire if the sign is not at least 60% completed within six (6) months of the date of approval.

Receipt # _____

APPROVED BY _____ APPROVAL DATE _____



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Date	_____
Permit #	_____
Estimated cost	_____

SIGN PERMIT APPLICATION

Size of Graphic (sq ft) _____	Overall Height / Width _____/_____
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Business Name _____		
Business License Number _____		
Business Street Address _____		
Lot Number _____	Tax Parcel Number _____	Zoning _____

<i>Owner Name</i> _____		
<i>Mailing Address</i> _____		
<i>Phone Number</i> _____		

Graphic Contractor Name _____		
Mailing Address _____		
Phone Number _____		

PERMIT FEE ♦ \$50

THIS PERMIT BECOMES NULL & VOID IF AUTHORIZED WORK OR CONSTRUCTION IS NOT STARTED WITHIN SIX (6) MONTHS FROM THE ISSUED DATE OR IF WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF SIX (6) MONTHS AT ANY TIME AFTER WORK IS STARTED.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Contractor/Owner

Date

The application and other submitted information having been found to be in compliance with all codes and ordinances of OCONEE COUNTY, GEORGIA is approved.

Building Official

Date



Sign Building Permit Checklist

- Itemized list and keyed site plan at a legible scale showing the location of all **existing** signs and sign structures currently on the property.
- Itemized list and keyed site plan at a legible scale showing the location of all **proposed** signs to be located on the property and all existing signs, if any, proposed to be removed. *Show all setbacks and easements.*
- A scaled drawing with dimensions and specifications, specifying materials, type of illumination, character sizes, colors, and support system for each sign. Show the dimensions of the smallest rectangle drawn around the sign area or sign structure area (whichever is greater). For all building signs, provide a drawing of the structure the sign is intended to be built upon, showing the overall height and width.
- Plans required for issuance of a building permit for a sign shall be certified as to conformance with all structural and wind-load resistive standards of the Building Code by a qualified structural engineer or be prepared using standard drawings prepared by a structural engineer or other qualified professional meeting or exceeding all requirements of the Building Code.
- Details of the estimated cost of construction for each proposed sign.
- Temporary signs**, provide a list and description of signs to be placed on the property.
- Temporary Portable signs, banners, streamers or flags, provide written and graphic evidence of compliance with UDC § 708.08.
- Original signatures for Applicant, Graphic Contractor, and Owner
- Fee

*** ALL attachments must accompany Sign Approval Application. ***

Incomplete applications *WILL NOT* be accepted.

By signing this application, you hereby certify that you have read and examined this checklist. You attest that ALL attachments are included (originals will be returned to you).

Owner / Agent _____ Date _____