



## PERMANENT SIGN PERMIT APPLICATION PACKET

This application packet contains all instructions and forms necessary to apply for a permanent sign permit from the City of Chamblee's Unified Development Ordinance (UDO). See UDO Chapter 260 - Sign Regulations, and Section 230-7 - Corner Visibility, for detailed information regarding permanent sign permit applications and regulations.

### DOCUMENTS INCLUDED IN THIS PACKET:

1. Permanent Sign Guidelines
2. Permanent Sign Application
3. Owner Permission Affidavit - provide if property owner does not sign application
4. Electrical Permit Application - provide if sign will be illuminated

### APPLICATION SUBMITTAL CHECKLIST:

#### FOR ALL SIGNS:

- ☐ **Submit a Permanent Sign Application.** Each sign requires a separate permit application.
- ☐ **Submit a sketch or print** that is drawn to scale, conveying the proposed sign with all of the required information described in the Permanent Sign Guidelines with all dimensions labeled.
- ☐ **Submit a copy of the Occupational Tax Certificate** of the sign company.
- ☐ **Submit a copy of the Certificate of Liability Insurance** of the sign company.
- ☐ **Submit an Owner Permission Affidavit.** This must be completed by the owner of the property if the property owner does not sign the application.
- ☐ **Submit an Electrical Permit Application** if the sign is illuminated. A licensed electrician must apply for the electrical permit.
- ☐ **Submit the applications, plans, and supporting documents** to the Planning and Development Department in person or via email to [chambleedevelopment@chambleega.gov](mailto:chambleedevelopment@chambleega.gov). The application and forms will be reviewed within 3 business days.

#### FOR WALL SIGNS:

- ☐ **Submit a site plan** showing the location of the sign on the property with all of the required information described in the Permanent Sign Guidelines.
- ☐ **Submit an elevation drawing** showing the placement of the sign on the building with all of the required information described in the Permanent Sign Guidelines.

#### FOR MONUMENT/GROUND/DRIVE-THROUGH SIGNS:

- ☐ **Submit a site plan** showing the location of the sign on the property with all of the required information described in the Permanent Sign Guidelines.

**FOR FEES:** reference Building Permit Fees on our website at <http://chambleega.com/DocumentCenter/View/175>



## PERMANENT SIGN GUIDELINES

These guidelines provide an overview of Chapter 260 of the City of Chamblee's Unified Development Ordinance. Applications, plans, and supporting documentation may be submitted by email to [chambleedevelopment@chambleega.gov](mailto:chambleedevelopment@chambleega.gov).

### NUMBER AND AMOUNT OF SIGNAGE PERMITTED:

#### 1. Single-Occupant Buildings:

1. Maximum sign area per facade shall be two square feet per linear foot of the subject facade, not to exceed 200 square feet.
2. For facades less than 200 feet in length, a maximum of one sign per facade is allowed.
3. For facades greater than 200 feet in length, one additional sign is permitted per facade.

#### 2. Planned Centers and Mixed-Use Buildings (with separate entrances):

1. Maximum sign area per tenant shall be one square foot per linear foot of the subject facade, not to exceed 200 square feet.
2. For tenant facades less than 100 feet in length, a maximum of one sign is permitted per facade.
3. For tenant facades greater than 100 feet in length, one additional sign is permitted per tenant facade.
4. A maximum of two tenant facades may contain signage.

#### 3. Multi-Tenant Buildings (with shared space and common entrances):

1. Maximum sign area per building shall be two square feet per linear foot of the subject facade, not to exceed 200 square feet.
2. For facades less than 200 feet in length, a maximum of one sign is permitted per facade.
3. For facades greater than 200 feet in length, one additional sign is permitted per facade.

### SIGN GUIDELINES BY TYPE OF SIGN:

#### Wall Signs:

1. Wall signs may not project higher or lower than the wall or surface it is attached to.
2. Wall signs may not project more than 18 inches from the surface of the wall.
3. A maximum of two facades may contain wall signage.

#### Projecting Signs:

1. Projecting signs shall not project more than 48 inches beyond the face of the building.
2. Projections shall be at a 90-degree angle to the building face or corner.
3. Signs shall provide a minimum of 8 feet of clearance from ground level to the bottom of the sign.
4. Signs shall not project into the public right-of-way.
5. All sides of a projecting sign shall be finished.

#### Awning Signs:

1. Awnings shall provide a minimum of eight feet of clearance from ground level to the bottom of the sign.

#### Window Signs:

1. Window signs shall not obstruct more than 20 percent of the window area.
2. Window area is defined as the entire uninterrupted system of windows. Where a structural or architectural element of the structures interrupts the window or system of windows, it is considered a different window area.

### IN ADDITION TO ABOVE GUIDELINES, EACH TENANT IS PERMITTED ONE UNDER-CANOPY SIGN.

#### Under-Canopy Signs:

1. Under-canopy signs shall be limited to four square feet in area.
2. A maximum of one under-canopy sign is permitted per tenant.
3. Under-canopy signs shall provide a minimum of eight feet of clearance from ground level to the bottom of the sign.



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### MONUMENT SIGNS:

A monument sign is defined as a ground sign in which the entire bottom of the sign face or structure is in contact with the ground, providing a solid and continuous background for the sign face from the ground to the top of the sign.

#### Size:

1. Maximum sign area shall be 40 square feet.
2. Maximum height shall be eight feet.
3. For non-residential uses, the maximum sign area for buildings with 200 feet or more of continuous street frontage is 64 square feet.

#### Quantity and Location:

1. For residential uses, a maximum of two single-sided or one double-sided ground sign is permitted per project entrance.
2. For all other uses, one ground sign is permitted per street frontage per parcel.
3. On any street with more than 500 feet of frontage, one additional monument sign is permitted.

#### Other Standards:

1. Monument signs shall be constructed with a brick, stucco, or stone base and frame.
2. The ground-mounted base shall be equal to or greater than the length of the sign face including the cabinet or any other structure within which the copy is located.
3. Monument signs shall display the street number of the property. Where multiple addresses exist, the highest and lowest address numbers shall be identified. Street numbers shall be of contrasting colors against the background and visible from both directions of travel along the street.
4. Where an existing pole sign has been grandfathered on a lot, no new ground sign shall be erected on the same parcel until the existing pole sign is removed.

### MISCELLANEOUS GROUND SIGNS:

A miscellaneous ground sign is defined as a permanent sign accessory to any other ground sign on the property.

#### Size:

1. Each miscellaneous ground sign shall not exceed three square feet in copy area nor be more than three feet in height.

#### Quantity and Location:

1. There shall be a maximum of two directional signs allowed per driveway entrance.
2. For planned centers, there shall be no more than two such signs per curb cut, with no more than three additional such signs per lot.
3. When located in the area between a street and the minimum front yard setback for principal building required for the zoning district, directional signs shall be located within three feet of driveways that provide access into, within, or from the property.
4. No setback from the right-of-way line is required, but such signs shall be placed on private property.

### DRIVE-THROUGH SIGNS:

1. Maximum aggregate sign area shall not exceed twenty-four square feet.
2. A maximum of three signs per drive-through establishment subject to the aggregate area limitation above.
3. Such signs shall not be oriented toward the public right-of-way.
4. Signs shall be permanently affixed and rigidly mounted to the building or freestanding structure.
5. Signs must be framed and constructed of metal or other sturdy material.



## APPLICATION FOR PERMANENT SIGN PERMIT

Applications, plans, and supporting documentation may be submitted by email to [chambleedevelopment@chambleega.gov](mailto:chambleedevelopment@chambleega.gov).

APPLICATION DATE: \_\_\_\_\_ SIGN LOCATION/JOB ADDRESS: \_\_\_\_\_

PROPERTY OWNER'S NAME: \_\_\_\_\_ PROPERTY OWNER'S EMAIL: \_\_\_\_\_

TENANT/BUSINESS: \_\_\_\_\_ BUSINESS OWNER'S NAME: \_\_\_\_\_

BUSINESS OWNER'S PHONE NUMBER: \_\_\_\_\_ TENANT'S BUSINESS LICENSE NUMBER: \_\_\_\_\_

PRIMARY CONTACT'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Comments and questions will be directed to the primary contact person.

### SIGN CONTRACTOR INFORMATION

SIGN CONTRACTOR BUSINESS NAME: \_\_\_\_\_ BUSINESS LICENSE #: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

**COPY OF SIGN CONTRACTORS BUSINESS LICENSE, LIABILITY INSURANCE AND U.L. CERTIFICATION MUST BE PROVIDED**

**SIGN TYPE:** Wall Sign Ground Sign Face Replacement Only Sign Associated with Drive-Through

**SIGN FACE:** Single Face Multi-Face

**SIGN SIZE:** \_\_\_\_\_ (width) x \_\_\_\_\_ (height) = **SIGN AREA:** \_\_\_\_\_ Square feet

**ILLUMINATION:** ☐ None ☐ Internal ☐ External **If illuminated, electrical permit must be applied for prior to issuance of sign permit.**

**WALL SIGN ONLY:** Provide calculation of proposed and existing total aggregate building signage area of all signs on building:

FRONT \_\_\_\_\_ SQ.FT. + SIDE 1 \_\_\_\_\_ SQ.FT. + SIDE 2 \_\_\_\_\_ SQ.FT. + REAR \_\_\_\_\_ SQ.FT. = TOTAL \_\_\_\_\_ SQ.FT.

TENANT FACADE LENGTH: \_\_\_\_\_ Linear Feet

DISTANCE BETWEEN BUILDING WALL SURFACE AND FACE OF SIGN: \_\_\_\_\_ Inches

**MONUMENT/GROUND SIGN ONLY:** TOTAL LINEAR FEET OF STREET FRONTAGE WHERE SIGN WILL BE LOCATED: \_\_\_\_\_

SETBACK OR DISTANCE FROM: Curb: \_\_\_\_\_ Feet R.O.W.: \_\_\_\_\_ Feet

☐ Single-tenant building ☐ Multi-tenant building

The undersigned hereby applies for a permit to erect a permanent sign in accordance with all regulations specified in the Sign Ordinance of the City of Chamblee (Unified Development Ordinance, Chapter 260).

**APPLICANT SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PROPERTY OWNER SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Owner Permission Affidavit must be submitted with this application if Property Owner does not sign the application.



## Owner Permission Affidavit

Subject Property Address: \_\_\_\_\_

Property Owner:

Name (Person, Firm, Corporation, or Agency): \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Authorized Applicant:

Name (Person, Firm, Corporation, or Agency): \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I (Property owner/agent) am applying for, or I hereby give authority to the authorized applicant to file an application for the following address: \_\_\_\_\_

Type of Application: \_\_\_\_\_

\_\_\_\_\_  
Property Owner's signature

\_\_\_\_\_  
Property Owner's printed name

This instrument was signed before me on this date: \_\_\_\_\_

County: \_\_\_\_\_ Georgia Notary Signature: \_\_\_\_\_

*Affix seal/stamp as close to signature as possible*



## ELECTRICAL PERMIT APPLICATION

Applications, plans, and supporting documentation may be submitted by email to [chambleedevelopment@chambleega.gov](mailto:chambleedevelopment@chambleega.gov). Once a permit is issued, inspections can be through the online portal at <https://chamblee.portal.iworq.net/chamblee/permits/601>.

**Work completed under a building permit requires a sub-contractor form in lieu of a trade permit application.**

**\$80.00 Permit Fee**

**Check Applicable Type:**

☐

**Residential**

☐

**Non-Residential**

☐

**Fire Alarm**

**Application Date:** \_\_\_\_\_

**Job Address:** \_\_\_\_\_

**Building #** \_\_\_\_\_ **Floor #** \_\_\_\_\_ **Apt/Lot #** \_\_\_\_\_ **Unit/Suite #** \_\_\_\_\_

**Tenant/Business Name (for commercial):** \_\_\_\_\_

**Property or Business Owner's Name:** \_\_\_\_\_

**Property or Business Owner's Phone Number:** \_\_\_\_\_

**Property or Business Owner's Email:** \_\_\_\_\_

**Scope of work:**

### CONTRACTOR INFORMATION

**Contractor Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Office phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Business License #:** \_\_\_\_\_ **County/City:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_

**State License #:** \_\_\_\_\_ **Type:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_

**Print State Card Holder Name:** \_\_\_\_\_

**A copy of the current business license, driver's license, and state card must accompany all applications.**

**Primary Contact:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

I certify that I have and will comply with all codes and ordinances adopted by the City that pertain to the construction of this structure. In the event of any change in my status on this installation, I understand that I will be held responsible for all indicated trade work at this job until the Building Official has been notified, in writing, of any change. I further agree to indemnify the City and its operator from any liability for damages and loss of property if the work performed by our firm has not been installed in accordance with these codes and ordinances.

**CARD HOLDER SIGNATURE:** \_\_\_\_\_

**By signing, I acknowledge that I have obtained owner permission for the proposed work.**