



SANDY SPRINGS
GEORGIA

SIGN PERMIT APPLICATION CHECKLIST

If more than one (1) sign is requested, an application for each individual sign must be completed and submitted with the required information and material outlined below.

Please consult the new Development Code as sign regulations have changed: <http://spr.gs/developmentcode>

Item No.	Item	Submitted
Ground Signs: Monument Signs (8.3.13), Entrance Signs (8.3.17)		
1.	Application form	<input type="checkbox"/>
2.	Site plan to scale showing: Property lines, road names, location of proposed signs, buffers and landscape strips, buildings and parking areas, north arrow, name of project, street address, Land Lot and District Must be at least 11"x17"	<input type="checkbox"/>
3.	Drawing of proposed signs to scale showing: Dimensions and area calculation, address number, materials and colors, illumination type	<input type="checkbox"/>
4.	Description and pictures of existing ground signs, if any	<input type="checkbox"/>
5.	Building Permit Application	<input type="checkbox"/>
Wall-Mounted Signs (8.3.10, 14, .15 and .16)		
1.	Application form	<input type="checkbox"/>
2.	Site plan or aerial photo showing: Property lines, road names, location of proposed signs, name of project, street address Must be at least 11"x17"	<input type="checkbox"/>
3.	Building elevations to scale showing: Dimensions, location of proposed signs	<input type="checkbox"/>
4.	Drawing of proposed signs to scale showing: Dimensions and area calculation, address number, materials and colors, illumination type	<input type="checkbox"/>
5.	Description and pictures of existing ground signs, if any	<input type="checkbox"/>

Applicant Affidavit	
<i>I hereby certify that all information provided in this application is true and correct. I am aware of the Sandy Springs Development Code Div. 8.3 – Signs, and agree to comply with all applicable regulations. I am authorized by the business and property owner(s) to complete this application.</i>	
Name:	Signature:



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SIGN PERMIT APPLICATION

Sign Information	
Address where sign will be located:	
Parcel Tax ID number:	Zoning:
Type: <input type="checkbox"/> Temporary sign	Sign dimensions:
<input type="checkbox"/> Ground sign	Sign area (sq.ft.):
<input type="checkbox"/> Wall-mounted sign	Sign height:
Material(s):	Illumination type:
Installation date:	Removal date (temporary sign):

Sign Contractor	
Company name:	Contact:
Mailing address:	
Phone:	email:

Business Owner	
Company name:	Contact:
Mailing address:	
Phone:	email:
Business license number:	Is this a new business or location? <input type="checkbox"/> Yes <input type="checkbox"/> No

For Staff Use	
Permit number:	Fee:
Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Decision date:
Notes:	