

Permanent **GROUND** Sign Permit Application
City of McDonough - Community Development Department
136 Keys Ferry Street, 3rd Floor, McDonough, Georgia 30253
Phone (678-782-6221) Email (ttebo@mcdonoughga.org)

- **EACH APPLICATION MAY BE SUBMITTED IN PERSON, BY MAIL OR VIA EMAIL AND MUST BE ACCOMPANIED WITH THE BELOW MENTIONED REQUIRED EXHIBITS IN A SEPARATE PACKET OR ATTACHMENT. DO NOT CONSOLIDATE APPLICATIONS AS THEY ARE PROCESSED INDIVIDUALLY. EXHIBITS SHOULD NOT BE LARGER THAN 11 x 17.**
- **ALL GROUND SIGNS 48 INCHES OR GREATER REQUIRE A FOOTING INSPECTION (NO EXCEPTIONS). AUTOMATED BUILDING DEPARTMENT INSPECTIONS LINE (678) 782-6217.**

BUSINESS LOCATION INFORMATION:

Name of Business: _____
Business Address: _____
Shopping Center Name (Where Applicable): _____

APPLICANT INFORMATION:

Applicant Name (First/Last): _____
Applicant Address: _____
Telephone Number (w/area code): _____
E-mail Address: _____

SIGN CONTRACTOR INFORMATION:

Sign Company Name: _____
Contact Name (First/Last): _____
Telephone Number (w/area code): _____
E-mail Address: _____

SIGN INFORMATION:

Width of Building Frontage to Determine Allowable Standard (Attach Exhibits): _____
Number of Existing Ground Signs (Attach Exhibits): _____
Overall Height of Sign from Finished Grade (**i.e. ground**): _____
Overhead Clearance of Sign from Finished Grade (**i.e. ground**): _____
Setback of Leading Edge from Right-of-Way: _____
Proposed Square Footage per Sign Face: _____
Material(s) to be used: _____
Double Faced Sign: Yes ☐ No ☐ Internally Illuminated Sign: Yes ☐ No ☐

ADDITIONAL REQUIRED EXHIBITS:

Fee payable to City of McDonough (minimum fee **\$75.00**) via cash, check or credit card. **Fee is non-refundable and will be doubled for installations without a permit**

- One (1) Completed Application
One (1) copy of scaled, color-rendered drawing of the proposed sign.
One (1) copy of scaled, color-rendered drawings of the front building elevation.
One (1) copy of signed, sealed, structural drawings from GA registered structural engineer.
One (1) copy of closed boundary survey site plan which indicates location of proposed sign.
One (1) copy of written and signed permission from property owner(s) to erect the sign on the subject site.

I, _____ (print complete name), as owner/applicant/designee for the sign permit do hereby attest that I have read the above required information that I am to provide to the Community Development Department.

APPLICANT SIGNATURE: _____ DATE: _____

FOR OFFICIAL USE ONLY – Do Not Write Below This Line

Application Complete: YES/NO

Main Street District: YES/NO

Zoning: _____

FEE: \$_____ Payment Method: Cash/Credit Card/Check/Money Order #_____

Sign: Approved/Denied Date: _____ Sign Permit Number: _____