

WINDOW SIGN ONLY – 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, MAIL OR VIA EMAIL AND MUST BE ACCCOMPANIED 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.**

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:

Existing Window Signage Present: YES _____ NO _____

Existing Window Sign Illuminated: YES _____ NO _____

Illuminated Window Sign: YES _____ NO _____

Square Footage of Existing Window Signage: _____ (provide scaled exhibit)

Proposed Window Sign Square Footage: _____

Material(s) to be used: _____

NOTE: Applicant must demonstrate by exhibit how the ten (10%) percent threshold has not been exceeded.

For further information, consult the sign code (Title 17.108) per zoning district requirements.

ADDITIONAL REQUIRED EXHIBITS:

Fee payable to City of McDonough (minimum fee **\$75.00** per sign) 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) scaled, color-rendered drawing of the proposed window sign.

One (1) scaled (use engineer scale) illustration which demonstrates how the proposed window sign does not exceed the ten (10%) percent threshold established by the sign code.

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: _____