

**BANNER Permit Application**  
City of McDonough - Community Development Department  
136 Keys Ferry Street, 3<sup>rd</sup> 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 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.**
- **THE PERMIT IS VALID FOR ONLY SEVEN (7) CONSECUTIVE DAYS. UPON EXPIRATION, NO TEMPORARY SIGN PERMIT WILL BE ISSUED AT THE SAME LOCATION FOR FIVE (5) ADDITIONAL MONTHS. BANNERS MAY NOT BE LOCATED IN PUBLIC RIGHT(S)-OF-WAY, ATTACHED TO MAILBOXES, UTILITIES AND/OR PUBLIC SAFETY DEVICES, NOR CAUSE A SIGHT DISTANCE PROBLEM AT INTERSECTIONS. OFF-PREMISE BANNERS REQUIRE ADMINISTRATIVE VARIANCE AND FEE.**

**BUSINESS LOCATION INFORMATION:**

Name of Business: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Nature of Banner: \_\_\_\_\_  
Shopping Center Name (Where Applicable): \_\_\_\_\_

**APPLICANT INFORMATION:**

Name (First/Last): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number (w/area Code): \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**SIGN CONTRACTOR INFORMATION:**

Company Name: \_\_\_\_\_  
Contact Name (First/Last): \_\_\_\_\_  
Phone Number (w/area code): \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**SIGN INFORMATION:**

Dimensions of Banner: \_\_\_\_\_ Square Footage of Banner: \_\_\_\_\_  
Date to be Displayed: \_\_\_\_\_ Date to be Removed: \_\_\_\_\_  
Material(s) to be used: \_\_\_\_\_  
Horizontal clearance to right-of-way or curb in feet: \_\_\_\_\_

**ADDITIONAL REQUIRED EXHIBITS:**

Fee payable to the City of McDonough (minimum charge \$20.00) 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) colored scaled drawing of the proposed banner.
- One (1) colored copy of a site plan showing the position of the banner in relation to the nearby building or structures, property lines, driveways, and/or other signs located on the lot.
- One (1) copy of written and signed consent from the property owner where on the banner is to be placed.

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: \_\_\_\_\_  
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**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: \_\_\_\_\_