

PANEL REPLACEMENT ONLY - 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 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.**

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

Proposed Square Footage per sign: _____
Material(s) to be used: _____
Existing Sign: YES _____ NO _____
Double Faced Sign: YES _____ NO _____
Internally Illuminated 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) colored, scaled rendered drawing of the proposed panel(s)
One (1) colored copy of an illustration which indicates the proposed panel placement location within the existing sign.
One (1) copy of written and signed permission from property owner(s) to place the panel to the existing 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: _____