

TEMPORARY 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 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 thirty (30) days of issuance. Upon expiration, no temporary sign permit will be issued at the same location for five (5) additional months.**
- **Temporary signs may not be located in public right(s)-of-way, attached to mailboxes, utilities and/or public safety devices. Off-premise temporary signs require administrative variance and fee.**

BUSINESS LOCATION INFORMATION:

Name of Business: _____
Type of Sign (sale, rent, etc.): _____
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:

Dimensions of Sign: _____ Square Footage of Sign: _____
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 **\$50.00**) 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 sign.
- One (1) colored copy of a site plan showing the proposed sign location.
- One (1) copy of written and signed consent letter from the 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:** _____