

Permanent **WALL** 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.**

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 Wall Signs (Attach Exhibits): _____
Overall Height of Sign from Finished Grade (**i.e. ground**): _____
Overhead Clearance of Sign from Finished Grade (**i.e. ground**): _____
Proposed Square Footage per Sign Face: _____
Material(s) to be used: _____
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) scaled, color-rendered drawing of the proposed sign (label elevation).
One (1) scaled, color-rendered drawings of the building elevation showing the proposed sign as would be affixed in the specific, requested location.
One (1) copy showing the method of attachment to the building.
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:** _____