



Planning and Zoning Department
415 Highway 53 East Suite 100
Dawsonville, Georgia 30534
Phone 706.265.3256
Permit.tech@dawsonville-ga.gov

SIGN PERMIT APPLICATION

Location: Address: _____ Business: _____ ☐ HISTORIC DISTRICT
Property Owner: _____ ☐ LETTER OF OWNER AUTHORIZATION
Cell phone #: _____ Email: _____
Address: _____ City: _____ State: _____ Zip Code: _____

SIGN CONTRACTOR NAME OF PERSON, FIRM CORPORATION OR ASSOCIATION ERECTING THE STRUCTURE

Sign Company: _____ Contact Name: _____
Email: _____ Phone #: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Business License # (attached copy to application): _____

SIGN Materials: _____ Color(s): _____ Dimensions: _____ Sign Size: _____ sq ft

- ☐ Free-Standing ☐ Monument ☐ Temporary / Banner ☐ Wall ☐ Copy Change Board ☐ Lighted Sign (electric permit also required)
☐ Projecting ☐ Menu Board / Sign with Canopy (building permit also required) ☐ Window Sign

Linear feet of Building Façade: _____ Zoned: _____

PERSON / COMPANY RESPONSIBLE FOR MAINTENANCE AND UP-KEEP OF SIGN:

_____ Phone #: _____
Address: _____ City: _____ State: _____ Zip Code: _____

Sign Review and Permit	Fees	Qty	Cost
Sign Permit Fee (each sign)	\$100.00		\$
Sign Permit Inspection Fee	\$100.00		
Temporary Sign Permit Fee	\$30.00 per month		\$
Banner over Public Property Fee (in addition to sign permit fee)	\$50.00 per month		\$
Banner in Commercial District (no more than 30 days & in addition to sign permit fee)	\$30.00 per month		\$
Banner on Private Property (in addition to sign permit fee)	\$100.00 year or \$30.00 qtr		\$
		Total	\$

Documents to be submitted to the City of Dawsonville

- ☐ A plan containing the necessary information for sign compliance with all relations of the SBCCI Standard Building Code (as amended) and NEC Electrical Code, and sign footing for freestanding signs, including:
- ☐ Scaled site plan and elevation drawings.
- ☐ Structural details or other information necessary to ensure compliance with the provisions of these regulations and all applicable codes. Any electrical permit required and issued for said sign.
- ☐ An accurate scale drawing of plans, specifications and method of construction and attachment to the building or ground for the sign, including a scale drawing showing drives, structures, and any other limiting site features.
- ☐ Authorization by owner, if applicable
- ☐ Color of material samples described and keyed to the proposed sign.



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- ☐ Zoning, property dimensions, vicinity map, site address, highway, right of way & compliance with the electrical code.
- ☐ Copy of tests sheets and calculations showing the structure is designed for dead load and wind pressure in any direction in the amount required by this and all other laws and ordinances of the City of Dawsonville.
- ☐ A site plan drawn to scale which specifies the location of the sign structure, and drawings or photographs which show the scale of the sign in context with the scale of the building if the sign is to be mounted on the building.
- ☐ Colored rendering or scaled drawing including dimensions of all sign faces, descriptions of materials to be used, manner of construction and method of attachment, and color samples.
- ☐ A complete signage plan for any commercial building which houses more than one business. This must be submitted prior to issuance of a permit for any one sign on the building.
- ☐ Any and all such other information as the Mayor or his representative shall require showing full compliance with this and any and all laws and ordinances of the City of Dawsonville

All work permitted and authorized by the city must be completed and installed in one (1) year or the sign permit shall become invalid. Sign permit must be displayed and accessible for inspection. The undersigned agrees to comply with all terms of the [City of Dawsonville sign ordinance](#) . Otherwise, the undersigned acknowledges that the applicant can be punished based upon the terms of the ordinance. The undersigned acknowledges that he/she has read and understands all terms of this application.

Applicant's Signature: _____ **Date:** _____

City Planning Department Use Only

Date Received:	Received by:
Paid: CK# CASH CC	Permit #
Date approved:	Approved by:



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Property Owner Authorization

I / we _____ hereby swear
that I / we own the property located at (provide street address and / or tax map parcel number of the real
property) _____

As shown in the tax maps and / or deed records of Dawson County, Georgia, which parcel will be affected by
the request.

I hereby authorize the person(s) and/or entity(ies) named below to act as the applicant or agent in pursuit of
the sign permit request on this property the under singer below is authorized to make this application.

The property owner's signature and date can only be provided in the presence of a Notary Public.

Printed Name of Property Owner _____

Signature of Property Owner _____

Mailing Address of Property Owner _____

City _____ State _____ Zip Code _____

To be completed by the Notary Public Only:

Sworn and subscribed before me on this:

_____ day of _____, 20_____

Notary Public, State of _____

My Commission Expires on _____