



City of Dawsonville  
 Planning and Zoning Department  
 415 Highway 53 East Suite 100  
 Dawsonville, Georgia 30534  
 Phone 706.265.3256  
[Permit.tech@dawsonville-ga.gov](mailto: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:**

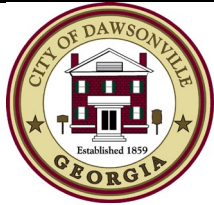
\_\_\_\_\_ Phone #: \_\_\_\_\_

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		\$
		<b>Total</b>	<b>\$</b>

**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: