



APPLICATION FOR SIGN PERMIT
City of Woodbine
P.O. Box 260
Woodbine, GA 31569
Phone: 912-576-3211 FAX: 912-576-3274

You must attach to this application appropriate sign drawings to include location on the building or property where entrances (drive-ways) are located, size of lot, where sign will be located (if free-standing), etc. Also attach Sign Permit Fee.

Name of Business: _____

Location Address: _____

Business Owner/Agent: _____

Address: _____ Phone: _____

Date of Application: ___ / ___ / ___ Business License Number: _____

Size of Sign: _____ X _____ Total Square Feet: _____

Height, if freestanding: (From ground to highest point) _____

Is Sign Illuminated? _____ Yes _____ No

Tax Map Number (with block and parcel): _____

Property Is Zoned: _____

Property Owner: _____

Address: _____ Phone: _____

Signature of Business Owner: _____

Contractor Information:

Name of: _____

Address: _____

_____ Phone: _____

Date Permit Issued: ___ / ___ / ___ Building Inspector: _____

In addition to the completed and signed permit application and appropriate fee, the following information must be submitted for each:

1. Building Sign

- Two (2) sets of elevation drawings clearly indicating the size (dimensions) of the building facade and the size of the sign. For multi-tenant buildings, only the size or area of the tenant space needs to be shown for determining the individual tenant sign requirements.
- Sign applicant and/or sign contractor must provide access (approved ladder or bucket truck) to the Code Official for the purpose of the inspection of all electrical wiring, equipment and devices associated with the sign.

2. Freestanding Sign

- Two (2) sets of drawings of the sign, either drawn to scale or clearly dimensioned, which indicate all materials and construction details.
- Design style as indicated on submitted drawings must represent the final product.
- Two (2) copies of a detailed site plan must be submitted for all freestanding signs. The site plan must clearly indicate the property lines, all right-of-way (GADOT and/or Municipal), and easement lines on the property. The location of the sign must be clearly indicated on the site plan. Sign setbacks shall be indicated (**10 foot minimum**) from all property lines and right-of-ways.
- Applications for freestanding signs in excess of 20 square feet shall be submitted with calculations from a registered architect or professional engineer recognized by the State of Georgia. These calculations must indicate compliance with the applicable wind and structural design requirements of section H105 found in appendix H of the 2006 International Building Code.
- Sign applicant and/or sign contractor must provide access (approved ladder or boom truck) to the Code Official in order to inspect all electrical wiring, equipment and devices associated with the sign.

3. If the signs are electric

- Sign drawing must include electrical schematics. The disconnect location must be indicated on the electrical schematics. In addition, all electrical signs must be installed in accordance with the manufacturer's UL installation instructions and 2008 NEC. Therefore, two (2) copies of the manufacturer's instructions and information must also be submitted.
- All electric signs must be UL listed and labeled, inspected and approved by a Code Official **prior** to energizing the sign circuit.
- Electrical work will only be performed by a licensed Georgia electrical contractor. An electrical permit must accompany all applications where electrical work is necessary.

Identification

- Every outdoor advertising display sign hereafter erected, constructed or maintained, for which a permit is required shall be plainly marked with the name of the person, firm or corporation erecting and maintaining such sign and shall have affixed on the front thereof the permit number issued for said sign or other method of identification approved by the building official.

Written Agreement

- Written agreement to indemnify and hold the City harmless for all damages, demands or expenses of every type which may in any manner be caused by the sign or sign structure.

I (OWNER) _____ acknowledge that I have read and understand these requirements (Signature) _____ (Date) _____.
(Original signed document must be submitted for approval)

Please do not write below this line

Comments: _____

Approved by: _____
Planning & Zoning Administrator