



SIGN PERMIT APPLICATION

Planning & Zoning

140 Stonewall Avenue West, Suite 202, Fayetteville, GA 30214
770-305-5421

MOST SIGNS REQUIRE A SIGN PERMIT. SOME SIGNS REQUIRE A SEPARATE BUILDING PERMIT, WHICH IS ISSUED BY BUILDING SAFETY. PLEASE CHECK WITH BUILDING SAFETY TO DETERMINE IF A BUILDING PERMIT IS NEEDED IN ADDITION TO THE SIGN PERMIT.

All Applications are submitted on SagesGov.com

Banners and Signage during construction:	\$10.00 per 2-week banner period
Permanent signs less than 60 SF in area:	\$30.00
Permanent signs greater than 60 SF in area:	\$30.00 + \$3.00 for each SF over 60 SF

A submittal that is missing any required documents, or that has inaccurate or out-of-date documents, is not considered a complete application, and will not be accepted. Please refer to the checklist on page 3 for a list of required documents.

SIGNS THAT REQUIRE NO PERMIT		PROHIBITED SIGNS
Address Numbers 8" in height or less		Animated or Flashing Signs
Flags (not banners)		Rotating or otherwise moving signs
Window signs (dimensional requirements apply)		Portable signs
Door signs not to exceed one square foot; not to exceed one sign per door		Searchlights; Beacons
Temporary signs in all districts, but with limit on size & quantity		Roof Signs
		Pennants/Streamers
		Balloons, Inflatables
		Light bulbs (any kind) or neon tubes surrounding windows or structures
		Kiosks
		Signs on utility poles or trees
		Signs in right-of-way
		Obscene material
		Wall signs in residential districts

TYPE OF SIGN	ALLOWED IN RESIDENTIAL DISTRICT?	ALLOWED IN COMMERCIAL DISTRICT?	NOTES	SIGN PERMIT REQUIRED?	BUILDING PERMIT REQUIRED?
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Freestanding, permanent	YES - 1	YES - 1	See dimensional requirements	YES	YES
Freestanding, temporary	YES - 2	YES - 2	Temporary = easily removed, i.e. pulled up by hand	NO	NO
Wall Sign	NO	YES	Includes murals; see dimensional requirements	YES	YES
Window Sign	YES - 3	YES, 1 st floor only	See dimensional requirements	NO	NO
Banner	YES	YES	See dimensional & duration requirements Sec. 108-135(c) & 108-164	YES	NO
Subdivision Entry Monuments	2	2	See dimensional requirements	YES	YES
Flag	1	1	35' height limit on flagpole	NO	NO
Construction Signage	YES - 1	YES	See dimensional & duration requirements	YES	NO
Out-of-store Marketing Device	NO	YES - 1	Not to exceed 2 square feet. Examples of out-of-store marketing devices include fuel pumps, bank ATM units, newspaper racks, drink machines, ice boxes, and phone booths	NO	NO
Drive-thru signs/menu boards	NO	YES	See dimensional requirements	YES	YES
Suspended Signs	NO	YES	See dimensional requirements	YES	YES
Changeable Copy Signs	NO	YES	See time of copy change requirements	YES	YES
Awning/Gas Canopy Signage	NO	YES	See dimensional/location requirements	NO	NO

APPLICANT/BUSINESS INFORMATION

Contact Name: _____

Business Name: _____

OTC Number/Date: _____

City: _____

State: _____ Zip: _____

Email: _____

Phone: _____

CONTRACTOR INFORMATION

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Email: _____

Phone: _____

License No.: _____

PROPERTY OWNER

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Email: _____

Phone: _____

PROPERTY INFORMATION - SIGN LOCATION

Tax ID #: _____

Address: _____

Road Frontage: _____

Road Classification: _____

Zoning District: _____

Lot Area: _____

SIGN TYPE☐ ***Permanent*** ☐ ***Temporary***☐ Freestanding☐ Window Signs☐ Suspended Sign☐ Marketing Device☐ Construction Signage**SIGN INFORMATION**

Dimensions of sign face: _____ Dimensions of sign base/foundation: _____

Internal Lighting: _____ External Lighting: _____ Other Electrical: _____

CHECKLIST FOR SUBMITTALS:

Please see page 6 for department contact info and links to pages with the appropriate forms.

- ☐ Site Plan – This may be hand-drawn but should include accurate location of the sign and accurate measurements.
 - Sign location
 - Distance from property line(s)
 - Utilities, if any in vicinity or if adding electrical
 - Distances to intersection(s), if applicable
- ☐ Sign Plan
 - Dimensions of sign
 - Sign Face Area in Square Feet
 - Sign height above grade (ground level)
 - Surveyor's elevation certification if sign location is below grade and you are applying for a taller sign base due to elevation. See Sec. 108-82.(b).
 - Sign base/monument dimensions
- ☐ Permit Information
 - Letter of Authorization from Property Owner
 - Electrical permit (Building Safety)
 - Building permit (Building Safety)
 - GDOT (State Route only)

PERMITS & INSPECTIONS

Depending on the types of structures and utilities, building permits and inspections may be required. These may include, but are not limited to:

- ☐ Building permit
- ☐ Electrical permit
- ☐ Building Safety inspections

(Applications require authorization by ALL property owners of subject property).

(Please Print)

(SEAL)

(SEAL)

(SEAL)

Phone Number

DEPARTMENTAL CONTACTS & INFORMATION:

- Planning & Zoning -- 770-305-5421
 - Questions about zoning & site plan requirements
 - Questions about OTC process
- OTC – Occupational Tax Certificate – Required for commercial/non-residential signs.
 - [Occupational Tax: Fayette County Georgia. \(fayettecountyga.gov\)](https://fayettecountyga.gov/finance/occupational-tax)
 - <https://fayettecountyga.gov/finance/occupational-tax>
 - Applications are submitted through an online portal, SagesGov.com. Please refer to the page listed above for links, forms, and instructions on using SagesGov.
- Finance Department -- 770-305-5413
 - To pay fee & receive Occupational Tax Certificate
- Building Safety Department -- 770-305-5403
 - Building permits
 - Electrical permits
 - Inspections

(THIS AREA TO BE COMPLETED BY STAFF)

Permit No.: _____

[] Application Insufficient due to lack of:

Staff: _____ Date: _____

[] Application and all required supporting documentation is Sufficient and Complete

Staff: _____ Date: _____

DATE OF APPROVAL: _____

APPROVED BY: _____

Received from _____ a check in the amount of \$ _____ for
sign permit fee(s).

ARTICLE IV. MEASUREMENT; CONSTRUCTION AND MAINTENANCE STANDARDS**Sec. 108-80. Sign location.**

- (a) Obstructions to doors, windows, or fire escapes. No sign shall be erected, relocated or maintained so as to prevent free ingress or egress from any door, window, or fire escape.
- (b) Signs not to constitute traffic hazard. No sign or part thereof, except authorized traffic signs, shall be located in any state or county right-of-way. No sign may be located any closer than 20 feet from an intersection as measured from the intersection of the two rights-of-way.
- (Code 1992, § 21-4-1; Ord. No. 2011-01, § 1, 1-13-2011)

Sec. 108-81. Measurement of sign face area; freestanding sign.

The area of a sign face shall be computed as the entire area within the continuous perimeter, enclosing the limits of all writing, representation, emblem, or any figure or similar character. This shall also include any open spaces or colors, forming an integral part of the display or used to differentiate such.

(Code 1992, § 21-4-2; Ord. No. 2011-01, § 1, 1-13-2011)

Sec. 108-82. Measurement of sign height.

- (a) The height of a sign shall be computed as to the distance from the base of the sign at normal grade to the top of the highest attached component of the sign. Normal grade shall be construed to be the lower of:
- (1) Existing grade prior to construction; or
 - (2) The newly established grade after construction, exclusive of any filling, berming, mounding, or excavating solely for the purpose of locating the sign.
- (b) In cases in which the normal grade cannot reasonably be determined, sign height shall be computed on the assumption that the elevation of the normal grade at the base of the sign is equal to the elevation of the nearest point of the crown of a public street or the grade of the land at the principal entrance to the principal structure on the zone lot, whichever is greater. Where the normal grade is below the normal grade of a public street, the sign base can be raised to the elevation of the normal grade of the street before the height limitations are applied (surveyor's certificate required).
- (Code 1992, § 21-4-3; Ord. No. 2011-01, § 1, 1-13-2011)

DIVISION 2. RESIDENTIAL DISTRICTS**Sec. 108-134. Signs allowed within residential zoning districts.**

The following signs shall be allowed in all residential zoning districts:

- (1) Freestanding signs; see section 108-135;
- (2) Window signs; see section 108-136;
- (3) Signage during construction; see section 108-137; and
- (4) Flags; see section 108-138.

(Code 1992, § 21-5-21; Ord. No. 2011-01, § 1, 1-13-2011)

Sec. 108-135. Residential freestanding signs.

- (a) Unless otherwise provided for herein, lots located in a residential zoning district shall be allowed no more than three freestanding signs and not more than one such sign can be permanent. The sign face

shall not exceed six square feet in area or four feet in height. Sign structures shall not exceed five feet in height. Banners shall be exempt from this section. All permanent signs shall require a permit. If the sign or sign structure is attached to a decorative wall or fence, it shall be considered to be permanent and said decorative wall or fence must meet the requirements of section 110-72. Permanent signs shall not be internally illuminated. Temporary signs shall not be illuminated. Signage for a tourist accommodation, as defined and/or regulated in Chapter 8, Article VI, shall be regulated under this paragraph with the exception of an A-R bed and breakfast inn that is compliant with section 110-169 (see section 108-161).

(b) Unless otherwise provided for herein, no more than two freestanding signs shall be allowed to be placed at each entrance of a residential subdivision. These signs must be placed on common property under the ownership of the homeowners' association (HOA) and shall not be allowed to be on private property. The sign face shall not exceed 35 square feet in area or five feet in height. Sign structures shall not exceed six feet in height. If the sign or sign structure is attached to a decorative wall or fence, the decorative wall or fence shall not exceed four feet in height. The post and/or columns of the decorative wall or fence shall not exceed six feet in height. Such signs shall not be internally illuminated. A permit shall be required. Said permit shall not be issued until after the final plat has been recorded.

(c) Banners shall not be more than 24 square feet in size to be displayed not more than 30 days in a calendar year. No banner shall be mounted so as to extend above the horizontal plane of the roof where the building wall and roof meet and shall not extend more than four feet above grade when mounted on the ground. A permit shall be required.

(d) Unless otherwise provided for herein, for any multifamily residential property, the number of allowable temporary freestanding signs shall not exceed six signs. The sign face shall not exceed six square feet in area or four feet in height. Sign structures shall not exceed five feet in height. Temporary signs shall not be illuminated. Multifamily developments shall also be entitled to two permanent signs at the entrance to the development as regulated per the dimensional requirements in subsection (b) of this section and these signs shall require a permit. The property owner shall be responsible for all signage posted on the property.

(Code 1992, § 21-5-22; Ord. No. 2011-01, § 1, 1-13-2011; Ord. No. 2018-13, § 1, 10-25-2018)

Sec. 108-136. Window signs.

Not more than three window signs shall be allowed in all residential districts and shall not be larger than six square feet or cover more than 25 percent of the area of each window in which a sign is placed, whichever is less.

(Code 1992, § 21-5-23; Ord. No. 2011-01, § 1, 1-13-2011)

Sec. 108-137. Signage during construction.

(a) One additional sign shall be allowed during construction. Said sign shall not be internally illuminated. A permit shall be required.

(1) Duration. Said sign shall be allowed beginning with the issuance of a land disturbance permit and ending with the issuance of a certificate of occupancy or installation of a permanent sign, whichever occurs first.

(2) Size. Said sign shall not exceed 12 square feet in area nor five feet in height.

(b) This sign is in addition to the number of signs allowed in section 108-135.

(Code 1992, § 21-5-24; Ord. No. 2011-01, § 1, 1-13-2011)

Sec. 108-138. Flags.

Every parcel may display no more than one flag and/or flagpole. The flagpole shall not exceed 35 feet in height. Flag dimensions shall be proportional to the pole such that the hoist side of the flag is not more than 50 of the vertical height of the flagpole.

(Code 1992, § 21-5-25; Ord. No. 2011-01, § 1, 1-13-2011)

DIVISION 3. NONRESIDENTIAL DISTRICTS

Sec. 108-160. Signs allowed within nonresidential zoning districts.

The following signs shall be allowed in all nonresidential zoning districts:

- (1) Freestanding signs; see section 108-161;
- (2) Wall signs; see section 108-162;
- (3) Window signs; see section 108-163;
- (4) Banners; see section 108-164;
- (5) Signage during construction; see section 108-165;
- (6) Out-of-store marketing device; see section 108-166; and
- (7) Flags; see section 108-167.

(Code 1992, § 21-5-31; Ord. No. 2011-01, § 1, 1-13-2011)

Sec. 108-161. Freestanding signs.

- (a) Unless otherwise provided herein, lots located in a nonresidential zoning district containing a single business shall be allowed no more than one freestanding permanent sign. The sign face shall not exceed 50 square feet in area or six feet in height. Sign structures shall not exceed seven feet in height. A permit shall be required. Such sign may be internally or externally illuminated.
- (b) Unless otherwise provided herein, lots located in a nonresidential zoning district containing multi-businesses shall be allowed no more than one permanent freestanding sign. The sign face shall not exceed 60 square feet in area or seven feet in height. Sign structure shall not exceed eight feet in height. Individual business names are included in the total square footage. A permit shall be required. Such signs may be internally or externally illuminated.
- (c) Signs as part of a drive-through or drive-in facility, not legible by the traveling public, shall not exceed six feet in height. Such signs may be internally or externally illuminated.
- (d) Temporary signage. Unless otherwise provided herein, each parcel containing a single business shall be allowed not more than two temporary signs. Unless otherwise provided herein, each parcel containing multiple businesses shall be allowed not more than four temporary signs. Signs shall not exceed 12 square feet in area. Signs shall not exceed four feet in height. Sign structures shall not exceed five feet in height. For all lots containing multiple businesses, the property owner shall be responsible for all signage placed on the property, regardless of who erects the sign. Such signs shall not be illuminated.
- (e) Unless otherwise provided herein, no more than two signs shall be allowed to be placed at each entrance of a nonresidential subdivision. These signs must be placed on common property under the ownership of the property owners' association (POA) and shall not be allowed to be on private property. The sign face shall not exceed 35 square feet in area or five feet in height. Sign structures shall not exceed six feet in height. If the sign or sign structure is attached to a decorative wall or fence, the decorative wall or fence shall not exceed four feet in height. The post and/or columns of the decorative wall or fence shall not exceed six feet in height. A permit shall be required. Said permit shall not be issued until after the final plat has been recorded. Such signs may be internally or externally illuminated.
- (f) An A-R property which contains an A-R Bed and Breakfast Inn that is compliant with section 110-169 shall be allowed one free-standing sign. The sign face shall not exceed 35 square feet in area or five

feet in height. Sign structures shall not exceed six feet in height. The sign shall not be internally illuminated. The sign shall require a permit.

(Code 1992, § 21-5-32; Ord. No. 2011-01, § 1, 1-13-2011; Ord. No. 2018-13, § 2, 10-25-2018)

Sec. 108-162. Wall signs.

(a) Wall signs may be internally and externally illuminated. A permit shall be required.

(1) Number. Each parcel containing a single business shall be allowed not more than one wall sign. On parcels containing multiple businesses, each business shall be allowed a wall sign.

(2) Location. No wall sign shall be placed on any roof or on top of any structure or be allowed to extend above the roof line/eave or the top plane of any structure. A wall sign shall not be mounted more than six inches from any wall, building or structure.

(3) Erection. All wall signs shall be safely and securely attached to the building wall, subject to the approval of the building official.

(4) Size/calculation. The allowable front wall sign area for each building shall not exceed two square feet per linear foot of the front length of the building or portion thereof occupied. If the sign is a panel or box, the total area including background is included. If a sign consists of individual letters, each attached directly to a building or structure, the area of the sign shall be measured by the area of the smallest rectangle or series of contiguous rectangles which enclose all the letters.

(b) Mural graphics shall be permitted. Such signs may not be internally illuminated. Murals are allowed in lieu of wall signage but cannot cover more area than would be allowed in subsection (a)(4) of this section. A permit shall be required.

(Code 1992, § 21-5-33; Ord. No. 2011-01, § 1, 1-13-2011; Ord. No. 2021-07, § 2, 4-20-2021)

Sec. 108-163. Window signs.

Any visible sign inside a building within ten feet of a window is considered a window sign. No more than 50 percent or 35 square feet, whichever is less, of the total available advertising space (glass area) shall be used to display window signs. Such signs may not be illuminated. No window signs are allowed above the first floor unless the building is a multitenant office or commercial structure wherein tenants have primary direct access from their space to the outside. This access must include outside walkways and stairways properly designed for public use. In no case shall any window signs be installed above the level of the second floor windows. No permit shall be required.

(Code 1992, § 21-5-34; Ord. No. 2011-01, § 1, 1-13-2011)

Sec. 108-164. Banners.

Banners shall be allowed for a period not exceeding 14 days with not more than three such 14-day periods being permitted per calendar year per lot. In the case of lots which contain multiple businesses, each business will get a banner.

(1) Banners shall not be more than 32 square feet. A permit shall be required.

(2) No banner shall be mounted so as to extend above the horizontal plane of the roof where the building wall and roof meet or shall not extend more than five feet above grade when on the ground.

(Code 1992, § 21-5-35; Ord. No. 2011-01, § 1, 1-13-2011)

Sec. 108-165. Signage during construction.

(a) One additional sign shall be allowed during construction. Said sign shall not be internally illuminated. A permit shall be required.

(1) Duration. Said sign shall be allowed beginning with the issuance of a land disturbance permit and ending with the issuance of a certificate of occupancy or installation of a permanent sign, whichever occurs first.

(2) Size. Said sign shall not exceed 20 square feet in area nor five feet in height.

(b) This sign is in addition to the number of signs allowed in section 108-161.

(Code 1992, § 21-5-36; Ord. No. 2011-01, § 1, 1-13-2011)

Sec. 108-166. Out-of-store marketing device.

One sign shall be allowed on an out-of-store marketing device. Said sign shall not exceed two square feet. The height of the sign shall not be more than two feet above the device. Said sign shall not be illuminated except for illumination intrinsic to the device. No permit shall be required.

(Code 1992, § 21-5-37; Ord. No. 2011-01, § 1, 1-13-2011)

Sec. 108-167. Flags.

Every parcel may display no more than three flags and/or flagpoles. Flagpoles shall not exceed 70 feet in height. Flag dimensions shall be proportional to the pole such that the hoist side of the flag is not more than 50 percent of the vertical height of the flagpole.

(Code 1992, § 21-5-38; Ord. No. 2011-01, § 1, 1-13-2011)

Sec. 108-168. Suspended signs.

In a multitenant commercial or office building, in addition to all other permitted signs, one projecting nonilluminated sign per entrance used shall be allowed to identify the location of each tenant's premises. A permit shall be required. Suspended signs shall adhere to the following:

(1) Does not exceed three square feet in area;

(2) Is uniform in size, material, color and shape and is placed in an equivalent location to other such signs located on the same building;

(3) Is suspended from the eave or soffit of the building; and

(4) Maintains a minimum of seven feet clearance between the bottom of the sign and the walkway below.

(Code 1992, § 21-5-39; Ord. No. 2011-01, § 1, 1-13-2011)

Sec. 108-169. Changeable copy signs.

The electronic change of letters, numerals, or graphics must be a static change and cannot dissolve, fade, flash, travel or scroll and must not change more than once every 15 seconds. A sign on which the letters, numerals or graphics change more than once every 15 seconds shall be considered an animated sign (prohibited) and not a changeable copy sign for purposes of this chapter.

(Ord. No. 2021-14 , § 3, 10-14-2021)

Sec. 108-170. Signs on awnings, canopies, gasoline canopies, marquees or other similar structures.

(a) Lettering, logos or other graphics shall be allowed to be applied on an awning or canopy. No permit shall be required.

(b) Lettering, logos or other graphics shall be allowed to be placed on the face of a gasoline canopy, marquee or other similar structure. The lettering, logos or other graphics shall not exceed the dimensions of the face of the gasoline canopy, marquee or other similar structure. No permit shall be required.

(c) No sign shall be placed on top of the aforementioned structures.

(Ord. No. 2021-14 , § 4, 10-14-2021)