



PERMIT NUMBER

DATE RECEIVED

**CITY OF SUGAR HILL
SIGN PERMIT/ TEMP. DEVICE APPLICATION:**

Some information before you apply:

For Ground/Monument Signs:

Gross Floor Area	Maximum Height	Maximum SFA per sign structure	Maximum SFA per lot
0 – 10,000 sf	12'	80	120
10,001 – 50,000 sf	12'	100	150
50,001 – 100,000 sf	20'	160	300
100,001 – 200,000 sf	20'	200	400
200,001 sf or more	20 (1)'	300	600

(1) For large common developments with a gross floor area in excess of 200,000 square feet: maximum height of sign can be 30 feet provided it is setback at a distance equal to its height from the edge of the closest street.

For Wall Signs and Window Signs:

Facade	Max. SFA Per Facade
Front	5% of façade area.
Side	3% of façade area.
Rear	1% of façade area.
Window	25% of each individual pane

For Incidental Signs:

Max Height:	6'
Post Size:	3.5"x3.5"
Max Size:	16 sf Per Sign
Max Signs:	2

What you need:

For billboards: Please fill out a standard building permit application and refer to Article 13, Section 13.11 of the City Zoning Ordinance for details.

For all other signs: Please provide an illustration of what your sign/device will look like with a scaled depiction of it on the property, property lines, set-backs, easements and existing buildings.

- When marking locations of **ground signs**, please specify how far off the right-of-way your sign will be.
- **Incidental signs** are similar to ground signs, but cannot exceed 6' in height, 16 sf, and must be mounted to 3.5" posts or larger.
- For **wall signs**, this must include a front elevation showing the dimensions of the façade as well as the sign. No wall sign is permitted to project more than 12" from the building or structure
- For **window signs**, please illustrate the window and location as well as the percentage of the window space being occupied.
- **Temporary devices** require measurements, site plans, and an image of the device as well. Renderings should include images and measurements of all existing signs as well as proposed signs.

Last Modified 1-12-2022

5039 West Broad Street Sugar Hill, Georgia 30518 770-945-6734 770-945-2145 Fax



PERMIT NUMBER _____

DATE RECEIVED _____

Please include an image of the sign you are applying for, along with the sign dimensions, a site location for ground/monument/incidental signs, and elevations with measurements for any wall signs.

Please Note: Any sign that exceeds 100 square feet or 15 feet in height shall be designed and stamped by a professional engineer

Site Name _____ Lot/Block/Suite _____

Site Address _____

Is this located in the Town Center Overlay or Central Business District? Yes No

Contractor _____ Address _____

City _____ State _____ Zip Code _____ Phone _____

Email _____

Please provide a copy of the contractor's local business license.

Property Owner _____ Address _____

City _____ State _____ Zip Code _____ Phone _____

Email: _____

Written permission from the property owner is required to issue a sign permit.

Proposed Sign Face Area _____ Proposed Sign Location: Front Side Rear Window

Will your sign be illuminated? _____ Will your sign be moving or multi-message? _____

Type of Temporary Device _____ 14 -day period _____

List Dates for Temporary Sign 30 Day Period _____

APPLICANT PLEASE READ THE FOLLOWING

As the property owner or the authorized agent of the property owner, **I confirm that the proposed work has been approved by all public/private property owners association(s) with governing authority over the property's use and is in compliance with all applicable covenants and restrictions.** Any errors made by the City of Sugar Hill in the process of issuing this permit or in inspections of the sign do not relieve me of complying with all applicable codes and ordinances. No signs shall be permitted in the public right-of-way less than five feet from the edge of all roads and sidewalks or at a distance greater than or equal to the signs height. All sign structures and placement must meet the City of Sugar Hill Sign Ordinance and International Building Code Requirements for signs.

_____ INITIALS

SUGAR HILL – GEORGIA

Personally appeared named applicant, who on oath says that he/she is the property owner or is the authorized agent of owner of the subject property, and that all information herein is true to the best of his/her knowledge.

Applicant/ Authorized Agent Signature

Printed Name and Title of Applicant/ Agent

____/____/____
Date

CALL BEFORE YOU DIG !! Call three (3) working days before you dig IT'S THE LAW!! 770-623-4344

Last Modified 1-12-2022

5039 West Broad Street Sugar Hill, Georgia 30518 770-945-6734 770-945-2145 Fax