

City of Port Wentworth

7306 Highway 21 Suite 301, Port Wentworth, Georgia 31407 (912) 999-2084

SIGN PERMIT APPLICATION

Date: _____ Estimated Total Value of Sign(s)*: _____ Permit No: _____

** "Value" shall include the cost of construction of the sign and structure, plus the cost of materials, including the cost of the structure of the sign.*

Address of Building : _____

PIN #: _____ Parcel Size: _____ Zoning: _____

Have all requirements of the zoning district been complied with? **YES** **NO** (MUST CIRCLE ONE)

Please list ANY other signs currently on the property: _____

TYPE OF SIGN:

Wall: _____ Monument: _____ Free Standing: _____ Billboard: _____ Other: _____

Will the sign(s) be illuminated: _____

Height: _____ Shape: _____ Total # Signs: _____

Sq. Ft of EACH Sign: _____ Total Sq. Ft. of ALL Signs: _____

Explanation of how sign will be mounted or erected: _____

Name of the road the signs can be seen from: _____

Please provide Name, Address & Phone Number for the following: (MUST be filled out completely before review)

OWNER: _____ Phone #: _____

Address: _____ City, State, Zip: _____

SIGN CONTRACTOR: _____ Phone #: _____

Address: _____ City, State, Zip: _____

ELECTRICAL CONTRACTOR: _____ Phone #: _____

Address: _____ City, State, Zip: _____

Georgia Trade License # _____ (Photocopy of License **MUST** be attached)

Attach the following documents:

- A survey/map to scale showing the street address and property identification number. ("PIN") of the property upon which the subject sign is to be located, the proposed location of the subject sign on the subject property, the distance of the proposed sign from the subject property's boundaries and all existing structures or buildings on the subject property.
- Sign details, including a scaled elevation of the size and height of the proposed sign from ground level and adjacent street level and proposed color scheme of sign.
- Written consent of the owner of the property, or his/her agent granting permission for the placement, maintenance, size and height of the subject sign to be placed on the property.
- For wall signs: Two (2) sets of building elevations.
- For all signs with a sign area sixteen (16) square feet or larger, or signs ten (10) feet in height or greater, a construction plan certified and stamped by a Georgia registered professional engineer showing compliance with the International Building Code. Said plan shall include, but not be limited to, items required in [Chapter 1](#) and Appendix H, Section H105 of the International Building Code, and show all structural supports.
- For all signs with a sign area fifty (50) square feet or larger a photographic simulation or sketch rendering of the sign.
- Photocopy of ALL contractors valid Occupational Tax Certificate. (Business License)
- Photocopy of ALL contractors Georgia Trade License. (when applicable)

****Additional documents and/or information may be required.
*Billboard signs will require additional information per the City Ordinance.***

Signature of Applicant

Print Name

Address

City, State & Zip

Contact Number

Email Address

APPROVED:

Building Inspector

FEES:	
Permit Fee:	\$ _____
Admin Fee:	\$ <u>75.00</u>
Elec Insp Fee:	\$ _____
Other:	\$ _____
Total:	\$ _____

Date: _____