



CITY OF STONE MOUNTAIN APPURTENANT STRUCTURE PERMIT APPLICATION (ANY PERMANENT SIGN STRUCTURE)

THE FOLLOWING ACTIONS AND OR ATTACHMENTS ARE REQUIRED TO COMPLETE THIS APPLICATION

1. A \$25.00 (non-refundable) application fee required **prior** to any sign installation/approval.
2. PROOF OF LIABILITY INSURANCE IN THE MINIMUM AMOUNT OF \$1,000,000.00 **Showing the City of Stone Mountain as the Certificate Holder.**
3. A sketch of the sign showing size and all dimensions (height, length and total square footage) (Sign sketching should include wording, colorings, background and basic design of each sign).
4. For Free Standing Signs: Include set-back or footage from property line, total height from ground surface, lighting plan (if applicable) and any site improvements (if applicable) **** An inspection (and \$200.00 fee) may be required based on the installation plan submitted****
5. Free Standing Signs of 15 square feet or more SHALL comply with required guidelines in SBC Sec. 3108.
6. For Façade/Wall/Monument Signs with multiple businesses, a scale drawing showing present and proposed tenant space and locations on sign is required.
7. Attach a copy of completed Sign Contract with owner's name and contact number(s).
8. Consent letter from the property owner allowing sign to be installed on the property.
9. ****Paper copy of applicants valid (Georgia) Drivers License OR (Georgia) Identification Card****

Applicant's Name _____ Phone # _____

Business Name _____ Phone # _____

Business Address _____, Stone Mountain, GA 30083

Business Owner's Occupational Tax Certificate # _____

Circle Type Sign: Free Stand Ground Wall Awning Canopy Façade Other _____

How and where will the sign be displayed _____

Height _____ Width _____ Total Square Feet _____ Pre-Inspection Yes No Date _____

I HAVE READ AND ACCEPT FULL RESPONSIBILITY TO INCLUDE REMOVAL OF SIGN WITHIN 10 BUSINESS DAYS IN THE EVENT THE BUSINESS CLOSES OR RELOCATES FROM THE ABOVE ADDRESS.

Signature of Applicant _____ Date _____

Email of Applicant _____

PRINT THIS FORM, SIGN, AND SUBMIT TO STONE MOUNTAIN CITY HALL, 875 MAIN STREET, STONE MOUNTAIN, GA 30083 WITH THE APPROPRIATE FEES

*****FOR OFFICE USE ONLY*****

Date Received ___/___/___ Approved _____ Denied _____ POST Inspections ___/___/___

Reason for Denial (if applicable) _____

Sign Officers Approval _____ Date _____