

CITY OF STONE MOUNTAIN  
**SIGN PERMIT APPLICATION**

A \$25.00 NON-REFUNDABLE APPLICATION FEE IS REQUIRED

DATE: \_\_\_\_\_

THE FOLLOWING DOCUMENTATION IS REQUIRED AS ATTACHMENTS WITH THIS COMPLETED APPLICATION.

1. **PROOF OF LIABILITY INSURANCE** IN THE MINIMUM AMOUNT OF \$1,000,000 **Showing the City of Stone Mountain as the Certificate holder.**
2. 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)
3. 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)
4. Free Standing signs of 15 SqFt or more SHALL comply with required guideline in SBC Sec 3108
5. For façade/Wall signs with multiple businesses a scaled drawing showing present and proposed tenant space and locations on sign is required
6. Attached copy of completed Sign Contract with owners name and contact numbers
7. Consent letter from the property owner allowing sign to be installed on the property.
8. **\*\*Paper copy of applicants valid (Georgia) Drivers License OR (Georgia) Identification Card\*\***

Applicants Name \_\_\_\_\_ Phone# \_\_\_\_\_

Business Name \_\_\_\_\_ Phone# \_\_\_\_\_

Business Address: \_\_\_\_\_ Stone Mountain, GA 30083

Business Owners Occupation Tax Cert. # \_\_\_\_\_

Circle Type Sign.....Free Stand : Grnd : Wall : Awning : Canopy : Façade : Other \_\_\_\_\_

Height: \_\_\_\_\_ Width: \_\_\_\_\_ Total SqFt : \_\_\_\_\_

How and where will Sign be displayed: \_\_\_\_\_

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

Signature of Applicant \_\_\_\_\_ / Date: \_\_\_\_\_

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

Date Rcvd \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Inspect Date: \_\_\_\_\_

Reason for Denial (if Appl) \_\_\_\_\_

Sign Officers Signature \_\_\_\_\_ Date: \_\_\_\_\_