



## **SIGNS REQUIREMENT FACT SHEET**

In most instances, permits are required to install a sign. **SIGN TYPES:**

Wall Sign    Menu Board    Miscellaneous Wall Sign    Freestanding Sign    Temporary

### **GENERAL REQUIREMENTS FOR SIGN PERMITS**

- Identify the Zoning District for the location you want to place the sign.
- Provide a complete sign application, signed, and dated.
- Prepare sign plans, site plans, and elevations as described below.
- A signed Owner Permission Affidavit or his agent is attached to the application
- **Copies of the certificate of liability insurance coverage and current Georgia Business License** of the sign contractor/installer and **U.L. Certification** of the sign manufacturer for illuminated signs submitted with the application.
- Fees for permanent sign vary by size and type of sign and are due with complete application.

### **FREE STANDING/GROUND SIGN**

- A dimensioned site plan to scale must be provided showing the setback and location of the sign on the property, street orientation, property lines, and landscaping at base; sign elevation required to show height of sign.
- Display street address number on proposed sign (Address must be horizontal and not blocked by landscaping)
- Maximum height of 8 feet (as measured from ground to top of sign).
- Maximum size is 40 sf. for properties with less than 200' road frontage; 64 sf for properties with over 200'.
- Must be located between 10' and 20' of the driveway entrance.
- On drawing indicate sign material; and whether illumination is direct or indirect
- A two foot wide planting area must surround the sign. The base may not be narrower than the sign face.

**Sketches or prints must be drawn to scale and show all pertinent information, such as:**

- Foundation/footing and structural details for ground signs (concrete, rebar, anchors, welds, etc.)
- Materials (sign face, cabinet framing, base, etc.)
- Mounting materials for building signs + attachment hardware (type, size, number, length, spacing)
- Electrical detail for illuminated signs (must meet NEC Article 600 - electrical permit required)

All illuminated signs must be wired by a licensed electrician. An electrical permit and inspection are required. Branch circuit wiring must be approved for outdoor use. Signs and lighting systems shall be marked with the manufacturer's name, trademark, input voltage and current rating.

Note\* **Inspections are required on footings, foundations or wall mountings and on the electrical connection.**

### **Nonconforming Sign:**

Signs that are not in accordance with City requirements of Chapter 260 are legal non-conforming structures that may be maintained and repaired for safety purposes, copy can be changed, but sign structure and cabinet cannot be replaced or enlarged. **See Section 270-9 (a) (1) - Non-conforming Signs.**



## **Building/Wall Sign**

1. Ordinance allows 1 square foot of sign for each 1 foot of frontage length (linear feet).
2. One sign is permitted on building frontage where the driveway is located.
3. Corner site allows one building sign per street frontage.
4. Applications require a site plan showing streets and buildings, as well as building elevation of the wall face showing to scale the location of the sign and dimensions of the building/storefront.
5. Applications require a drawing of the proposed sign, with dimensions & calculations to scale.

## **Multi-Tenant Properties and Planned Unit Developments**

1. For multi-tenant buildings, one principal building sign is permitted per storefront having a curb cut, plus one ground sign for planned center per road frontage with a curb cut. Requirements for a free standing/ground sign are described above.
2. A Master Signage Plan is required for planned centers or Planned Unit Development or Development of Community Impact. See Sec. 260-17 of the Chamblee UDO.

## **TEMPORARY SIGN**

- Provide a drawing of the proposed sign (Maximum allowed size for a temporary sign is 32 sq. ft.; Ground signs may not be higher than 8 feet)
- NO SIGN OR PART OF A SIGN MAY ENCROACH ON ANY PART OF PUBLIC RIGHTS-OF-WAY.
- Permit fee is \$25.

## **PROHIBITED SIGNS - See UDO Section 260-3 for the full list, but include the following:**

- Billboards (over 64 sq. ft.)
- Signs on public rights-of-way; signs on trees, curbs, utility poles and natural features.
- Flashing, blinking or varying light intensity signs; animated signs.
- Series, lines or rows of electric, neon or other lights on a building or sign.
- Roof signs, nor wall signs extending above the roof line.
- Pole, pylon or stanchion signs.
- Portable signs, trailer signs or vehicles used only for the purpose of advertising.
- Inflatable and gas-filled balloons over 3 cubic ft.
- Banners except for temporary signs.
- Vehicular signs. See definition in Sec. 110-3.

Other information as may be requested by the City. The sign must meet the requirements of Chapter 16 of the International Building code which includes provisions for dealing with wind, snow, seismic, and other factors. As a result, on a case by case basis, such calculations as wind load will be required.