



## Clayton County Planning & Zoning Department of Community Development

121 South McDonough Street  
Jonesboro, GA 30236  
Office: 770.477.3569 Fax: 770.473.5481  
Web site: [www.co.clayton.ga.us](http://www.co.clayton.ga.us)

### PERMANENT SIGN PERMIT APPLICATION, INSTRUCTIONS & CHECKLIST

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#### Instructions:

- 1. Application:** The petitioner shall submit an application for Zoning Approval - Permanent Sign Permit, an application for building permit, an affidavit and consent of property owner (if the property owner is someone other than the petitioner), the required filing fee, and required supportive information to the Zoning Administrator.
- 2. Zoning Approval:** The Zoning Administrator or his/ her designee will review the documentation for Zoning Approval – Permanent Sign Permit and render a decision of approval or denial. If the application is approved, the Clayton County Department of Community Development will forward all documentation, including the Building Permit application to the Permits Office. If the application is denied, the Clayton County Department of Community Development will notify the applicant of its decision. For additional information go to Article 8 of the Clayton County Zoning Ordinance via our website at [www.co.clayton.ga.us](http://www.co.clayton.ga.us).
- 3. Building Permit:** The Permits Office will review all forwarded documentation and issue the building permit to the applicant. Please see attached for additional information. If additional information is needed, please call the Permit Office on 770-473-5421.

#### Checklist:

Sign Application: The petitioner shall submit an application for Zoning Approval – Permanent Sign Permit, an application for building permit, an affidavit and consent of property owner (if the property owner is someone other than the petitioner), the required filing fee, and required supportive information to the Zoning Administrator. Supportive information shall include, but not be limited to the following:

##### Wall Signs

- Scaled elevation drawing/rendering showing the total square footage of the sign face.
- Scaled elevation drawing/rendering showing total square footage of building face.
- Plans, specifications, and structural details showing materials, type and manner of construction and attachment to buildings.
- Required filing fee.

##### Ground Signs

- Scaled site plan/ survey showing the location of the sign on the lot, including any and all setbacks and distances to property lines and rights-of-way.
- Scaled elevation drawing showing the total square footage of the sign face and sign structure.
- Plans, specifications, and structural details showing building materials, type and manner of construction and footing specifications.
- Required filing fee.



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**PERMANENT SIGN PERMIT APPLICATION**

<b><u>FOR STAFF USE ONLY</u></b>		<b><u>DATE/TIME STAMP</u></b>
Project#: _____ Filing Fee: \$ _____ Received By: _____		
<b><u>FOR CERTIFICATION USE ONLY</u></b>		<b><u>APPROVAL GRANTED</u></b>
Parcel ID#: _____ Zoning District: _____		Yes <input type="checkbox"/> No <input type="checkbox"/>
Zoning Conditions: _____		
<b><u>COMMENTS</u></b>	<b><u>NAME of REVIEWER</u></b>	<b><u>SIGNATURE</u></b>
		<b><u>DATE</u></b>

This sign permit application is required for submittals.

**APPLICANT AND PROPERTY OWNER INFORMATION**

<b>1. Applicant/Business Name:</b>	
<b>Address of Subject Property:</b>	
<b>Phone#:</b>	<b>Email Address:</b>
<b>2. Property Owner Name:</b>	
<b>Address:</b>	
<b>Phone#:</b>	<b>Email Address:</b>
<b>3. Sign Company:</b>	
<b>Address:</b>	
<b>Phone#:</b>	<b>Email Address:</b>
<b>Contact Name:</b>	



<b>Dimensions of billboard sign:</b> _____ x _____	<b>Sign Face Area of billboard sign:</b>
<b>Identify the setback of the billboard sign from property line/ rights-of-way:</b>	
<b>If billboard sign, do you have a conditional use permit:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Date received:</b>	
<b>Dimensions of groundsheet sign:</b> _____ x _____	<b>Sign Face Area of groundsheet sign:</b>
<b>Identify the setback of the groundsheet sign from property line/ rights-of-way:</b> <b>Front:</b> <b>Side :</b> <b>Rear:</b>	

<b>8. Date of Installation:</b>
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I hereby certify that the site described herein will be constructed and/or used in accordance with all applicable zoning ordinances and laws governing the Department of Community Development within Clayton County, Georgia.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Phone Number

**AUTHORIZATION BY PROPERTY OWNER (if applicable)**

I, \_\_\_\_\_ (Property Owner), SWEAR AND AFFIRM THAT I AM THE OWNER OF THE PROPERTY AT \_\_\_\_\_ (Property Address), PARCEL ID \_\_\_\_\_ AS SHOWN IN THE TAX MAPS AND/OR DEED RECORDS OF CLAYTON COUNTY, GEORGIA. I HEREBY AUTHORIZE THE PERSON(S) OR ENTITY(IES) NAMED BELOW TO ACT AS THE APPLICANT OR AGENT IN PURSUIT OF THE SIGN PERMIT REQUESTED ON THIS PROPERTY.

**Applicant Information:**

Last Name:		First Name:	
Address:			
City:		State:	Zip Code:
Telephone Number: AREA CODE (     ) NUMBER			

**Notary Seal:**

Print Name of Property Owner

Signature of Property Owner

Personally appeared before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Date