



COMMUNITY DEVELOPMENT DEPARTMENT

121 South McDonough Street, Jonesboro, GA 30236

Office: (770) 477-3569

<https://www.claytoncountygga.gov/government/community-development>

SIGN PERMIT APPLICATION

Application Submittal:

This application is required for all commercial and residential signs (Appendix A; Article 8). All applications must be completed, signed, notarized, and submitted in accordance with the adopted Zoning Ordinance.

Incomplete applications will **not** be accepted.

Supporting Documentation:

Sign Related Permits		Required Documents									
		Completed Application	* Property Owner Authorization	Site Plans or Survey of Property	Site Structure Plans & Elevations	Site Photos (Existing & Proposed)	Engineering Letter	Drivers License	Business License	Sign Variance (If Applicable)	Conditional Use Permit (If Applicable)
Sign Types	Entrance Sign	X	X	X	X	X	X	X	X	X	
	Ground Sign	X	X	X	X	X	X	X	X	X	
	Wall Sign	X	X	X		X		X	X	X	
	Billboard	X	X	X	X	X	X	X	X	X	X
	Temporary Sign	X	X		X	X		X	X	X	
	Internal Sign	X	X	X	X	X		X	X	X	
	Menu Board	X	X	X	X	X	X	X	X	X	
	Ground Sheet	X	X		X	X		X	X	X	
* Letter Of Authorization Must Be Notarized											

Fees:

Temporary Signs \$75, Freestanding and Wall Signs \$100 plus building permit fee, Billboard Sign \$500 plus building permit fee.

Note:

Submittal of a sign permit application requires zoning review, plans review, and inspections. Billboard signs require a zoning Conditional Use Permit (CUP) before applying for a Building Permit.



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PROPERTY INFORMATION:

Business Name:		
Property Address:		Current Zoning:
Parcel #(s):	Tel #:	Email:

Any Applicable Zoning Overlay Districts: N/A Mountain View Old Dixie
 Highway 138 Highway 42 Highway 54 Tara Boulevard Panhandle Area Cherry Hills

Any Applicable Variance: Yes No Temporary Sign: Class 5 Class 6 N/A Permanent Sign: Yes No

OWNER / APPLICANT:

Owner Name:			Applicant Name:		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Tel #:	Mobile #:		Tel #:	Mobile #:	
Fax #:	Email:		Fax #:	Email:	



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PROPOSED SIGN INFORMATION:

Ground Sign How Many:	Height: Width: Total Square Footage:	Face Area:	Setback from Property Line:	Estimated Construction Cost: \$
Wall Signs How Many: Total Sq. Ft. Estimated Cost: \$	Dimensions:	Face Area:	Building Front Elevation Dimensions:	
	Dimensions:	Face Area:		
	Dimensions:	Face Area:	Total area of all wall signage is not to exceed ten percent (10%) of building façade or two hundred (200) square feet; whichever is less	
	Dimensions:	Face Area:		
Entrance Signs How Many:	Height: Width: Square Footage:	Face Area:	Setback from Property Line:	Estimated Construction Cost: \$
	Height: Width: Square Footage:	Face Area:	Setback from Property Line:	Estimated Construction Cost: \$
Billboard How Many:	Height: Width: Square Footage:	Face Area:	Setback from Property Line:	Estimated Construction Cost: \$
Temporary Sign	Dimensions:	Façade Dimensions:	Only one banner is allowed per code and must be 10% of the facade	
Groundsheet	Dimensions:	Face Area:	Setback from Property Line:	
Internal Sign (Signs within any development) Estimated Cost: \$	Structure Dimensions:	Face Area:	Height:	Setback from Property Line:
Menu Board Estimated Cost: \$	Dimensions:	Total Face Area:	Only one sign per drive through	
Proposed Window Signs	Total signage not to exceed twenty percent (20%) of all window areas			



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EXISTING SIGN INFORMATION:

Ground Sign How Many:	Height: Width: Total Square Footage:	Face Area:	Setback from Property Line:	Estimated Construction Cost: \$
Wall Signs How Many: Total Sq. Ft. Estimated Cost: \$	Dimensions:	Face Area:	Building Front Elevation Dimensions:	
	Dimensions:	Face Area:		
	Dimensions:	Face Area:	Total area of all wall signage is not to exceed ten percent (10%) of building façade or two hundred (200) square feet; whichever is less	
	Dimensions:	Face Area:		
Entrance Signs How Many:	Height: Width: Square Footage:	Face Area:	Setback from Property Line:	Estimated Construction Cost: \$
	Height: Width: Square Footage:	Face Area:	Setback from Property Line:	Estimated Construction Cost: \$
Billboard How Many:	Height: Width: Square Footage:	Face Area:	Setback from Property Line:	Estimated Construction Cost: \$
Temporary Sign How Many:	Dimensions:	Façade Dimensions:	Only one banner is allowed per code and must be 10% of the facade	
Groundsheet How Many:	Dimensions:	Face Area:	Setback from Property Line:	
Internal Sign (Signs within any development) Estimated Cost: \$	Structure Dimensions:	Face Area:	Height:	Setback from Property Line:
Menu Board Estimated Cost: \$	Dimensions:	Total Face Area:	Only one sign per drive through	
Proposed Window Signs	Total signage not to exceed twenty percent (20%) of all window areas			

I hereby certify that the information provided in this application is true and accurate.

Print Name _____ Signature _____ Date _____

JEFFREY E. TURNER
CHAIRMAN
MICHAEL L. EDMONDSON
VICE CHAIRMAN / DISTRICT 4
SONNA SINGLETON-GREGORY
DISTRICT 1
GAIL B. HAMBRICK
DISTRICT 2
FELICIA FRANKLIN WARNER
DISTRICT 3

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PATRICK EJIKE
DIRECTOR

PROPERTY OWNER(S) AUTHORIZATION FORM

I _____ swear and affirm that I am the owner of the property at
(Property Owner's Name)

_____, as shown on the Tax
(Property Address and Parcel Number)

Map And/or deed records of Clayton County, Georgia.

I hereby authorize _____ to act as the applicant or agent in pursuit of
(Applicant Name)

the development requested on this property.

(Signature of Property Owner)

Personally appeared before me on this _____ day of _____ 20_____

My Commission expires on _____

Notary Signature/Seal

Date