



CITY OF
FORESTPARK
Georgia's Most Diverse City

CITY OF FOREST PARK

Planning & Community Development Department
785 Forest Parkway
Forest Park, Georgia 30297
(404) 366-4720

SIGN PERMIT

Name of Applicant: _____

Name of Business: _____

Job Address: _____

Applicant's Email Address: _____ Applicant's Number: _____

Sign Contractor: _____

Sign Contractor Email: _____ Sign Contractor Number: _____

Type of Sign: ☐ Wall ☐ Monument ☐ Marquee ☐ Pylon ☐ Ground ☐ Projecting ☐ Mural

Wall Dimensions (Length & Height): _____ Sign Dimensions: _____ Sq. Ft: _____

Class of Work: ☐ New ☐ Addition ☐ Repair ☐ Move ☐ Removal ☐ Alteration

Material(s): ☐ Wood ☐ Metal ☐ Plastic ☐ Paint ☐ Other

Illuminated: ☐ Yes ☐ No UL#: _____ Reader Board Included: ☐ Yes ☐ No

Description of Work: _____

Valuation of Work: \$ _____ Special Conditions (if any): _____

Important Information:

Submission must include a rendering that illustrates the dimensions of the sign.

Applicant must provide proof of sign contractor's insurance or bond.

Applicant must provide written permission from the property owner.

Must submit new sign permit application and fee* for each sign.

Permit is nullified if work is not commenced within 6 months.

Must provide a site plan for freestanding signs.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Granting of this permit does not presume to give authority to violate or cancel the provisions of any other State or local law regulating construction or the performance of construction.

Signature of Owner/Contractor of Authorized Agent _____

Date _____

OFFICE USE ONLY

Site Plan Required: ☐ Yes ☐ No

Zoning Review Approval: ☐ Yes ☐ No

Within Overlay District: ☐ Yes ☐ No

Special Approvals: ☐ Plan. Comm. ☐ ADRB ☐ Other/Explain

Comments: _____

Permit Number: _____

Permit Fee: _____

Issue Date: _____

Reviewed By: _____

*The sign permit fee is based off the square footage of the sign



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AUTHORIZATION OF PROPERTY OWNER

I CERTIFY THAT I AM THE OWNER OF THE PROPERTY LOCATED AT:

City of Forest Park, Clayton County, Georgia

**WHICH IS THE SUBJECT MATTER OF THIS APPLICATION. I AUTHORIZE THE
APPLICANT NAMED BELOW TO ACT AS THE APPLICANT IN PURSUIT OF THIS PERMIT
OR REQUEST.**

Name of Applicant: _____

Applicant's Address: _____

Applicant's Phone: _____

Signature of the Owner

Name of the Owner (please print)

Sworn to and subscribed before me

This _____ day of _____, 20_____.

Notary Public



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Sign Permit Fees

The permanent sign permit fee is based off the square footage of the sign

Sign Area (Square Footage)	Fee
1 to 10 Square Feet	\$50
11 to 25 Square Feet	\$75
26 to 50 Square Feet	\$100
51 to 100 Square Feet	\$150
101 to 200 Square Feet	\$250
201 to 300 Square Feet	\$500
301 to 500 Square Feet	\$750
501 to 700 Square Feet	\$1,500

The temporary sign permit fee is tiered (30 days, 60 days, or 90 days)

Tiers	Fee
Tier 1 (30 Days)	\$25
Tier 2 (60 Days)	\$50
Tier 3 (90 Days)	\$75