



CITY OF  
**FORESTPARK**  
*- city for every season*

# 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: <input type="checkbox"/> Yes <input type="checkbox"/> No	Permit Number: _____
Zoning Review Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No	Permit Fee: _____
Within Overlay District: <input type="checkbox"/> Yes <input type="checkbox"/> No	Issue Date: _____
Special Approvals: <input type="checkbox"/> Plan. Comm. <input type="checkbox"/> ADRB <input type="checkbox"/> Other/Explain	Reviewed By: _____
Comments: _____	
_____	

\*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