



GWINNETT COUNTY
Department of Planning & Development
One Justice Square, Suite 150
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Phone: 678.518.6000 Fax: 678.518.6240
www.gwinnettcountry.com

Ground Sign Permit Application Package
(Ground Signs Only - Excludes Oversized Signs)

- **“How to Obtain a Ground Sign Permit” (October 2003)**
- **Ground Sign Permit Application Form (Revised September 2003)**
- **Ground Sign Permit General Information Guidance Document (Revised December 2008)**
- **Ground & Oversized Sign Structural & Electrical Plan Review & Building Permit Requirements (Revised February 2002)**
- **Existing Signage Removal Affidavit (September 2003)**



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How to Obtain a Ground Sign Permit

(December 2008)

- Step 1.** Verify zoning of property, whether or not the property is located in an Overlay Zone, and any additional signage restrictions (above & beyond the Sign Ordinance) contained in conditions of zoning approval adopted by Resolution of the Board of Commissioners. Contact the Current Planning Section of Planning & Development in person or by calling 770.822.7635 for this information. A street address or Map Reference Number (Tax Account Number) will be needed. Typical office hours for the Current Planning Section are 8 am to 5 pm, Monday through Friday, except holidays.
- Step 2.** Obtain a Ground Sign Permit Application Form and information package. These may be obtained by visiting the offices of Planning & Development, by calling 770.822.7500, or at the county's web page using the "A-Z Index" under "G" or "S."
- Step 3.** Fill out the application form. Attach the required Ground Sign details (with dimensions & square feet information), as well as the Site Location Plan with the sign location indicated, to the application.
- Step 4.** Sign in on the Sign Permit Sign-In List at the reception desk of Planning & Development to submit the complete permit application "package." Typical office hours are 8 am to 4 pm, Monday through Friday, except holidays. The review and issuance of sign permits is a "drop-off" process for the initial review. Applicants will be contacted within 3 to 5 business days after submittal if the permit is ready for issuance or if it has been denied (a list of reasons for denial will be provided to the applicant). Please do not attach the permit fee to the initial submittal package.
- Step 5.** When contacted by Development Review Section staff that the permit is ready for issuance, a return visit to Planning & Development is necessary. Sign in at the reception desk on the Sign Permit Sign-In List. The permit fee is due at this time and the Sign Permit can be issued unless a Building Permit is also required in addition to a Sign Permit. If a Building Permit is required, structural and electrical drawings must be reviewed and approved prior to the issuance of the Sign Permit.
- Step 6.** Sign in on the Building Plan Review Sign-In List if a Building Permit is required in addition to a Ground Sign Permit and submit structural and electrical drawings for review and approval. Please refer to the two (2) guidance documents titled "Ground & Oversized Sign Permit General Information Guidance Document" and "Structural & Electrical Plan Review & Building Permit Requirements." Review & approval by the Building Plan Review Section is a "walk-through" process. Typical office hours are 8 am to 4 pm, Monday through Friday, except holidays. When the structural & electrical drawings comply with code, the Building Plan Review Section approves the drawings and will "stamp" them.
- Step 7.** Sign in at the Building Permits Counter to obtain the Building Permit. The approved, stamped drawings must be presented at the counter, a Building Permit Application form completed and submitted, and the permit fee must be attached as well. The application form can be obtained in-person at the Building Permits Counter, by calling 770.822.7530, or at the county's web page using the "A-Z Index" under "B." Typical office hours for the Building Permits Counter are 8 am to 4 pm, Monday through Friday, except holidays.

Inspections & Certificate of Completion.

If a Building Permit was required, electrical underground (if required), footing, electrical final and building final inspections must be scheduled, successfully passed and a Certificate of Completion issued prior to use of the sign. Electrical contractors must submit their Subcontractor Affidavit form to Planning & Development at least 2 days prior to requesting electrical inspections. Inspections are requested by calling the "AIRS system" at 770.822.7677 (24 / 7).



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Ground Sign Permit Application Form

(Excludes Oversized Signs)
 (September 2003)

Please complete this application and submit with all necessary attachments as stated in the “**Ground Sign Permit General Information Guidance Document**.” Please **type or print legibly** using blue or black ink. **Incomplete or illegible applications can NOT be accepted.** Separate application forms must be used for each Ground Sign.

Sign Permit Applicant Information	Sign Contractor Information
Applicant Name: _____	Sign Contractor Name: _____
Address: _____	Address: _____
City: _____	City: _____
State: _____ Zip Code: _____	State: _____ Zip Code: _____
Phone: _____	Phone: _____
Fax: _____	Fax: _____
Contact Person Name: _____	Contact Person Name: _____
Contact Person Phone: _____	Contact Person Phone: _____
Email Address: _____	Email Address: _____
Property Owner Information	
Property Owner Name: _____	
Address: _____	
City: _____	
State: _____ Zip Code: _____	
Phone: _____	

Site Address of Proposed Sign(s): _____

Building Number and/or Suite (if applicable): _____

Business Name for Signs: _____

Gross Floor Area of Business: _____ square feet

Estimated Cost of Sign Construction: \$ _____

- Indicate which of the following applies:

Building on Individual Non-Residential Lot Building on Individual Residential Lot

Planned Commercial or Retail Center Planned Office or Industrial Center

- Name of Commercial, Retail, Office or Industrial Center: _____

Non-Residential Subdivision Residential Subdivision

- Name of Subdivision: _____

Permit Number SLP _____

Is the proposed sign to be INTERNALLY illuminated? No Yes. If yes, it is NOT ALLOWED in RESIDENTIAL DISTRICTS.

Are there any EXISTING Ground Signs located on the property? No Yes. If yes, explain what will happen with these existing signs _____

If existing Ground Signs will be removed, please complete and attach the "Existing Signage Removal Affidavit."

Street Address	Square Footage	Height	Width	Depth	Setback from Right-of-Way

Note: A Building Permit is required, in addition to a Sign Location Permit, for Ground Signs that exceed 32 square feet in area, exceed 6 feet in height above grade, or are internally illuminated. Please contact the Building Plan Review Section for electrical & structural plan review & approval prior to issuance of Building Permit.

*****Owner / Agent Signature*****

I hereby certify that there are no existing signs except those indicated on this application or that any sign(s) not listed on this application will be removed before any new sign(s) are installed. I further certify that I am the owner or duly authorized agent of the owner for the placement and maintenance of sign(s) hereunder. I further certify that all necessary building and/or electrical permits required for the installation of sign(s) will be obtained prior to installation.

Signature of Owner / Agent

Printed Name

Date Signed

Aggregate Sign Area. The combined sign surface area of all signs on a lot, excluding the area of one face of all double-faced signs. Non-commercial flags and banners are excluded from any determination of aggregate sign area (Section 86-101).

Sign Surface Area. The smallest square, rectangle, triangle, circle or combination thereof, which encompasses the entire sign inclusive of any border and trim, but excluding the base, apron, supports, and other structural members (Section 86-101).

Premises. A lot, parcel, tract, or plot of land together with the buildings and structures thereon ("The New Illustrated Book of Development Definitions, 1993").

*****To Be Completed by Planning & Development Staff*****

MRN: _____ Zoning District: _____ Zoning Case Number: _____

Allowable signage per Sign Ordinance: _____ square feet

Allowable signage per Zoning Case: _____ square feet

Building Permit Required: No Yes _____

Building Plan Review Staff (if yes)

Date Signed

Application Checked By: _____ Date: _____

Development Review Staff

Sign Permit is hereby: Approved Denied Reason for Denial: _____

Action By: _____

Development Review Staff

Date of Action

Date of Action

WDJ: A: Ground Sign Permit Application Form

Permit Number SLP _____

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Ground Sign Permit
General Information Guidance Document
(Revised September 2003)

This documents purpose is to provide general guidance in obtaining a Ground Sign Permit (and a Building Permit, if required.) The Development Review Section is responsible for the review & issuance of Sign Permits. Sign Permit processing is a “drop-off” process for the initial review. The Building Permits Section is responsible for the issuance of Building Permits for Ground Signs (if required). Typical office hours for both sections are 8 am to 4 pm, Monday through Friday, except holidays. The following information is necessary to process each Ground or Oversized Sign Location Permit application:

1. **Application Form.** Complete a Ground Sign Permit application form. The form can be obtained by visiting the Development Review Section, on-line at the county’s web page using the “A-Z Index,” or by calling 770.822.7500. The **property owner** or authorized agent **must sign** the application form or a letter must be provided from the property owner or agent authorizing the sign installation. Submit the application form to the Development Review Section. **Incomplete applications can NOT be accepted for processing.**
2. **Site Location Plan & Property Survey.** A **Site Location Plan** must accompany the application. The plan must indicate information as follows:
 - a. The site plan and property survey information may be combined into a single plan sheet **drawn to scale**. It may be hand-drawn as long as it is legible and at a common scale such as 1”=10’, 1”=20’, etc.
 - b. The site plan **must show the proposed sign location**, limits of street right-of-way, driveway locations and parking spaces. The **distance between the right-of-way and the proposed sign** must be shown on the plan.
 - c. Provide current right-of-way information. Combining of plats is permissible. For example: older plat indicates 30 feet from centerline as right-of-way. Georgia DOT has a plat indicating that 10 feet of additional right-of-way was acquired. Georgia DOT plat must show all new dimensions of new right-of-way. Label the new right-of-way line on the older plat (“red-lining” is permissible). Attach both plats together to serve as the site plan indicating current right-of-way information.
 - d. Indicate **driveways and parking space locations** on the plan. This ensures that the sign does not occupy or overhang required driveways and parking spaces.
 - e. Indicate drainage or sewer easements near the sign base (if any).
 - f. Provide **three (3) copies** of the plan.
3. **Ground Sign Details.** A drawing of the sign must accompany the application & must indicate the following information:
 - a. The **dimensions** of all signs and sign structures.
 - b. **Total area** of the sign **in square feet**.
 - c. **Distance from** the street **right-of-way**.
 - d. Total **sign height** above ground level. If the proposed sign location is below street level and additional sign height is desired, the following additional information must be submitted:
 - 1) Cross-sectional information that indicates the sign’s location, ground elevations, street location and street elevations.
 - 2) Supporting information, as necessary, to verify topographic elevations. This may include plans certified by a registered surveyor or professional engineer. This information may be attached or indicated on the plans.
 - e. Provide **three (3) copies** of sign detail plans.
 - f. **If a Building Permit is required, in addition to a Sign Permit, approval by the Building Plan Review Section is required prior to issuance of a Sign Permit.** Typical office hours for the Building Plan Review Section are 8 am to 4 pm, Monday through **Thursday**, except holidays. The requirements for a Ground Sign’s structural and electrical elements are found on a separate guidance document titled “**Building Permit & Plan Review Requirements for Ground & Oversized Signs.**”

4. **Building Footprint or Floor Plan Indicating Gross Square Feet of Floor Space.** This is required **ONLY** for primary Ground Signs for individual establishments on an individual non-residential lot or primary Ground Signs for planned office, commercial, industrial or retail centers. **One (1) copy of the building footprint or floor plan indicating total gross square feet** of the building must accompany the application. This will be used to calculate the maximum size Ground Sign allowed.

5. **Building Permit (when required).** A **Building Permit** is required, in addition to a Sign Permit, if any one of the following applies:
 - a. Signs that exceed 32 square feet in area; or,
 - b. Signs that exceed 6 feet in height above grade; or,
 - c. Signs on walls where the wall has a height exceeding 4 feet; or,
 - d. Signs that are internally illuminated, or,
 - e. The sign is an Oversized Sign.

6. **Permit Fees.**
 - a. The Sign Location Permit fee for a Ground Sign (**EXCEPT** Oversized Signs) is **\$50**.
 - b. The Sign Location Permit fee for an Oversized Sign is \$500.
 - c. If a Building Permit is required, in addition to the Sign Permit, the Building Permit fee is based upon \$6 per \$1,000 of estimated cost and is computed by staff of the Building Plan Review Section of P&D. The minimum fee is \$30.
 - d. Permit **fees are doubled** for any sign that is **erected or under construction prior to obtaining a permit.**
 - e. A one-time, 6 month, time extension of a Sign Location Permit may be granted provided a \$25.00 permit extension fee is paid **PRIOR** to the expiration date of the permit.
 - f. A Sign Location Permit **expires** if construction of the sign has not been **COMPLETED** within **6 months** from the date of permit issuance.



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Ground & Oversized Sign
Structural & Electrical Plan Review
& Building Permit Requirements

(Revised February 2002)

1. Ground & Oversized Signs that Require BOTH a Building Permit and a Sign Location Permit.
 - a. Signs that exceed 32 square feet in area; or,
 - b. Signs that exceed 6 feet in height above grade; or,
 - c. Signs on walls having a height exceeding 4 feet; or,
 - d. Signs that are internally illuminated.
2. Signs that Require Design by a Georgia Registered Professional Engineer.
 - a. Signs with supporting structures that exceed 50 square feet in area.
 - b. Signs that exceed 12 feet in height above grade.
3. Documentation Required for Plan Review & Obtaining a Building Permit.
 - a. A **Sign Location Permit** is required first. Contact the Development Review Section of P&D for information (770.822.7510).
 - b. In order to obtain a Building Permit for a ground sign, submit three (3) complete sets of drawings to the Building Plan Review Section of P&D (770.822.7575). The drawings shall clearly indicate the structural and electrical construction requirements for each proposed sign and at a minimum contain the information described in Sections 4 & 5). The drawings shall also clearly indicate the proposed sign location.
 - c. For signs that require design by a registered professional engineer (see Section 2), each drawing shall bear the seal and signature of the Georgia registered professional engineer.
 - d. A Building Permit can be obtained after drawings containing the complete structural and electrical information stated in Sections 4 and 5 have been stamped by the Building Plan Review Section.
4. Electrical Drawing(s) Plan Review Requirements.
 - a. Drawings for each illuminated ground sign shall clearly indicate the electrical requirements including the size and location of the electrical disconnect, the type and size of wire, the conduit size and estimated load. Drawings shall also specify the name of a nationally recognized organization (i.e. UL, CSA, etc.) as applicable to the illuminated sign to be installed.
 - b. Electrical installations shall meet the requirements of the NFPA National Electrical Code and must be performed by a Georgia licensed electrician.
5. Structural Drawing(s) Plan Review Requirements.
 - a. Drawings for each ground sign structure shall clearly specify the required materials, sizes, and locations for all structural components. Complete details shall be provided that clearly indicates the required

connections between all structural components including anchorage to the foundation. Details shall also indicate required attachments of sign cabinets to the supporting structure.

- b. Ground sign foundation requirements shall be clearly indicated on the drawings including, but not limited to, footing size and reinforcement, 28-day compressive strength of concrete, anchor bolt size and embedment depth.
- c. Drawings for ground signs that require design by a Georgia registered professional engineer (see Section 2) shall contain the following minimum design data in addition to the information required in Sections 5.a. and 5.b:
 - (1) State on drawings that design complies with the SBCCI Standard Building Code;
 - (2) State on drawings that the wind load design complies with ASCE 7 (Minimum Design Loads for Buildings and Other Structures);
 - (3) Basic Wind Speed (MPH), Design Wind Pressure (PSF), Exposure Category (B or C);
 - (4) Minimum required soil bearing capacity (PSF);
 - (5) Structural material specifications (including but not limited to ASTM designation, yield strength (KSI), & material grade, if applicable).

5. Inspection Requirements.

- a. Drawings for ground sign structures that have been stamped by the Building Plan Review Section shall be kept readily accessible at the job site at all times during construction. The "lavender" building permit yard card shall be posted in the immediate vicinity of the proposed ground sign location.
- b. The electrical subcontractor must submit a completed **Subcontractor Affidavit** to the Building Permits Section of P&D (770.822.7530) at least two (2) days prior to requesting an electrical inspection.
- c. Each ground sign, for which a building permit has been issued, requires inspection by a county inspector during the following stages of construction:
 - (1) A foundation inspection is performed after excavation and prior to concrete placement with steel reinforcement, anchor bolts, and structural posts in place.
 - (2) An electrical inspection is performed only after the foundation has been inspected and approved by the county inspector.
 - (3) A final inspection is performed after completion of all construction and a Certificate of Completion is issued.
 - (4) Erosion & sediment control measures shall be maintained throughout construction in accordance with county ordinances and procedures.

6. Building & Electrical Codes in Effect.

Please go to "Construction Codes" at www.gwinnettcounty.com for a listing of applicable editions of the building & electrical codes; or refer to the separate hand-out prepared by P&D about the codes in effect.

WDJ: A: Ground Sign S&E Plan Review & Building Permit Requirements



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Existing Signage Removal Affidavit

(September 2003)

This affidavit must be completed if existing signage must be removed in order to be authorized any new signage. Please complete this affidavit, attach it to your Sign Location Permit application, and submit it to the Development Review Section of Planning & Development.

Project Name _____ Unit/Phase _____

The signers of this affidavit hereby acknowledge that any existing signs that must be removed to qualify for new or additional signage must be removed prior to completion of new signage as authorized by the issuance of the Sign Location Permit

Sign Location Permit Number: SLP _____

Property Owner

Property Owner's Printed Name _____

Property Owner's Signature _____ Date _____

Business Owner

Business Owner's Printed Name _____

Business Owner's Signature _____ Date _____

Sign Contractor

Sign Contractor's Printed Name _____

Sign Contractor's Signature _____ Date _____