

PERMIT #: \_\_\_\_\_

PERMIT FEE: \$ \_\_\_\_\_



P.O. Box 158  
Bainbridge, Ga. 39818

www.bainbridgecity.com

Phone: 229-248-2000  
Fax: 229-246-7311

## SIGN PERMIT

### Property Owner/Business Information

1. Name of Business:			
2. Subject Property Address (proposed sign location):			
3. Name of fronting street if different from above:			
4. Width of finished store/building front: _____ FT		Dept. use: sq-ft allowed: _____	
5. Number of Acres of the subject property: <b>Circle one:</b>		Less than 1 acre	1 to 3 acres
6. Name of "Owner of Record":			
7. Owner of Record's Address: (use Tax Assessor's website):			
8. Phone #:		9. Email:	
10. Indicate here <input type="checkbox"/> if "photoshop" diagrams with sq-ft of sign(s) and buildings(s) are included with this application in lieu of plan specifications (if not see sit plan requirements of page 2).			

### Sign Installer/Manufacture Information

1. Name of Business:	
2. Business Address:	
3. Phone #:	
4. Value of work to be performed (materials and installation cost):	

## Total Square Foot of Each Proposed Sign

**Wall Sign 1: Length \_\_\_\_\_ Width \_\_\_\_\_ Total Sq-Ft. \_\_\_\_\_**

**\*Wall Sign 2: Length \_\_\_\_\_ Width \_\_\_\_\_ Total Sq-Ft. \_\_\_\_\_**

\*Where a principal building or establishment is located at the corner of an intersection/junction of two public road right-of-ways, one(1) additional wall sign of equal size shall be permitted on the side of the building facing the second public street.

**Window Lettering: Length \_\_\_\_\_ Width \_\_\_\_\_ Total Sq-Ft \_\_\_\_\_**

**Roof Sign: Length \_\_\_\_\_ Width \_\_\_\_\_ Total Sq-Ft \_\_\_\_\_**

**Free Standing: Circle one: Pole Sign Monument Sign**

**Total Sq-Ft \_\_\_\_\_ (including Structure for monument signs)**

## Documentation: SITE PLAN Requirements

**Please provide a site plan (typical scale is 1" = 20') showing the following elements:**

<b>Staff Use Only: Site Plan Required Yes or No</b>
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1. Address and zoning of subject property.
2. Primary and accessory building footprints with existing signs and sign type on the subject property with a note on the sq-ft. of existing signs including sign structures.
3. Position of the sign on the primary building at an appropriate scale for all wall, roof or window lettering proposals.
4. Sign's position on the property if free standing sign is proposed.
5. Position of the sign in relation to nearby buildings, structures, property lines, existing or proposed rights of way.

## Documentation: Sign Specifications

<b>Staff Use Only: Sign Specs Required Yes or No</b>
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1. Copy of plans and specifications.
2. The method of construction and/or attachment to the building or in the ground shall be explained in the plan specifications.
3. Copy of stress sheets and calculations if deemed necessary by the Zoning Administrator, showing the structure and design for dead load and wind pressure.
4. Plans with a seal or certificate of a registered structural or civil engineer when required by the Zoning Administrator if deemed necessary.
5. Such other information as the Zoning Administrator or Building Official may require showing compliance with the sign ordinance, and any other applicable laws.

**NOTICE**

A separate permit is required for electrical work performed in conjunction with this sign permit application. This permit becomes null and void if work or construction authorized is not completed within 90 days of permit issuance.

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. THE GRANTING OF A 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.

*Any change in the information in this application, such as a change of address, shall be submitted to the Zoning Administrator within 7 days after the change. All work performed in accordance with City Ordinance requirements.*

**INDEMNITY AGREEMENT**

Upon meeting all requirements of the City of Bainbridge for the issuance of this sign permit and in consideration for the issuance by the City of such permit, the applicant/owner hereby agrees to hold harmless and indemnify the City of and from any and all such claims, demands, costs, suits, action and causes of actions of every kind and description made against the City by any person as a result of the construction improvements or other modifications approved under this permit. So agreed on this date.

Contractor Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Go To: [www.bainbridgecity.com](http://www.bainbridgecity.com) and click on the Zoning Ordinance link.

**Departmental Use Only -- Approved for Issuance By:**

Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Special Conditions: \_\_\_\_\_

\_\_\_\_\_

**NOTICE: 72 HOURS BEFORE YOU DIG CALL 1-800-282-7411. IT'S THE LAW!!!!**