



Planning & Zoning Sign Permit Application Checklist

SIGN ____ OF ____

The following information must be either included in, or submitted with, the application for sign permit approval:

SITE LOCATION INFORMATION

- The name, address, telephone number, and zoning for the business location.

APPLICANT INFORMATION

- The name, address, and telephone number of the applicant.

PROPERTY OWNER CONSENT FORM

- The name, address and telephone number of the property owner.
- Written consent of the owner of the building or lot upon which the sign is to be erected. **(MUST BE NOTARIZED)**

CONTRACTOR INFORMATION

- If a sign contractor is used to design and/or install the sign, the name and address of the contractor must be included on the application.
- Copy of Business License (Sign Contractor)

SIGN INFORMATION

- Dimensions of the tenant wall frontage.
- Survey (no more than five (5) years old) showing the location of all ground signs, drives, easements, setbacks, buffers, structures, and any other limiting site features. (ULDC Sec. 12.02.06(B))
- A written list describing all other signs located on the lot indicating the sign type, size, and placement.
- Final Plat (**Subdivision/Entrance Signs Only**)

COLORED DRAWINGS

- One (1) set of accurately scaled color drawings of the plans, contents, specification, methods of construction, and methods of attachment to the ground, building, or structure.

PAYMENT

- \$ 50.00 review fee per sign permit application.

Please note: A separate \$50 fee per sign application is required by the Building & Plan Review Department upon completion of their review and issuance of a permit.

APPLICANT NAME: _____

DATE: _____

OFFICE USE ONLY

PROCESSED BY: _____

SITE LOCATION INFORMATION

PROPERTY OWNER INFORMATION & CONSENT FORM - **NOTARIZED**

CONTRACTOR / SIGN COMPANY INFORMATION

SIGN INFORMATION & NOTES

SIGNATURE REQUIRED

I understand that as per Henry County Code of Ordinances, Article II, Sec. 3-3-22, it shall be unlawful for any person to offer, advertise, begin or carry on any of the occupations, uses or businesses mentioned for which a license fee is required in the unincorporated area of the county, without first applying and obtaining a license for carrying on such business, use or occupation.

APPLICANT OR AUTHORIZED AGENT SIGNATURE



Henry County Sign Permit Application

All Information Required for Processing

Sign _____ of _____

Applicant & Sign Location Information

Name of Business: _____
Address: _____
City/State/ZIP _____
Telephone: (____) _____ - _____ Ext. _____ Facsimile: (____) _____ - _____ Email _____
Land Lot(s) _____ District _____ Nearest Intersection _____
Parcel ID # (REQUIRED) _____

Property Owner Information

Name of Property Owner: _____
Address: _____
City/State/ZIP _____
Telephone: (____) _____ - _____ Ext. _____ Facsimile: (____) _____ - _____ Email _____
Contact Person: _____ Contact Number: (____) _____ - _____

Sign Contractor Information

Name of Business: _____
Address _____
City/State/ZIP _____
Telephone: (____) _____ - _____ Ext. _____ Facsimile: (____) _____ - _____ Email _____
Contact Person: _____ Contact Number: (____) _____ - _____
Business License Number: _____

Sign Information

Ground Sign Projecting Sign Wall Sign Temporary Sign Interstate Sign
 Roof Sign Entrance Sign Window Sign Awning Sign Subdivision Sign
 Other Type: _____
Height above grade: _____ Material: _____
Sign Dimensions: _____ Total area per each side of sign: _____
Beginning Date: _____ Ending Date: _____
Total square footage of tenant frontage: _____ Setback from Right of Way: _____
Lettering: _____
Electrical Requirements- Outlets: _____ Lighting: _____ Power connect: _____

Estimated Cost of Construction:

THE APPLICANT SHALL BE RESPONSIBLE FROM THE DATE OF THIS PERMIT, OR FROM THE TIME OF THE BEGINNING OF THE FIRST WORK, WHICHEVER SHALL BE THE EARLIER, FOR ALL INJURY OR DAMAGE OF ANY KIND RESULTING FROM THIS WORK, WHETHER FOR THE BASIC SERVICES OR ADDITIONAL SERVICES TO PERSONS OR PROPERTY, THE APPLICANT SHALL EXONERATE, INDEMNIFY AND SAVE HARMLESS THE COUNTY AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS OR ACTIONS, AND ALL EXPENSES INCIDENTAL TO THE DEFENSE OF ANY SUCH CLAIMS, LITIGATION, AND ACTIONS, BASED UPON OR ARISING OUT OF DAMAGE OR INJURY (INCLUDING DEATH) TO PERSONS OR PROPERTY CAUSED BY OR SUSTAINED IN CONNECTION WITH THE PERFORMANCE OF THIS PERMIT OR BY CONDITIONS CREATED THEREBY OR ARISING OUT OF OR IN ANY WAY CONNECTED WITH WORK PERFORMED UNDER THE PERMIT WITH THE ACQUISITION OF AND CONSTRUCTION UNDER THE PERMIT AND SHALL ASSUME AND PAY FOR, WITHOUT COST TO THE COUNTY, THE DEFENSE OF ANY AND ALL CLAIM, LITIGATIONS, AND ACTIONS, SUFFERED THROUGH ANY ACT OR OMISSION OF THE APPLICANT OR ANY SUBCONTRACTOR, OR ANYONE DIRECTLY OR INDIRECTLY EMPLOYED UNDER THE SUPERVISION OF ANY OF THEM.
I HEREBY CERTIFY THAT I HAVE EXAMINED AND UNDERSTAND ALL INFORMATION ON THIS APPLICATION AND THAT THE ABOVE STATEMENTS AND INFORMATION SUPPLIED BY ME ARE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING WORK TO BE PERFORMED SHALL BE COMPILED WITH WHETHER SPECIFIED HEREIN OR NOT. ACCORDING TO SECTION 12.02.06(B)(3) All Applications shall be processed within 30 days.

PLEASE PRINT NAME _____

APPLICANT'S SIGNATURE (Must Be Original Signature) _____

CONTACT NUMBER _____

DO NOT COMPLETE THE FOLLOWING-OFFICE USE ONLY

PLANNING AND ZONING DEPARTMENT

Map Number _____ District _____ Land Lot(s) _____ Zoning _____
Zoning Conditions Concerning Signs _____
Application APPROVED / DENIED by _____ Title: _____ Date: _____
Application fee amount \$ _____ cash/check# _____ received by _____ Date Submitted: _____

BUILDING AND PLAN REVIEW DEPARTMENT

Permit APPROVED / DENIED by _____ Date: _____
Building Permit Remarks _____
Permit Number _____ Date Issued _____ Signature _____
Permit fee in the amount of _____ cash/check# _____ received by _____ Date: _____



Sign Application: Notarized Owner Consent Form

To Whom It May Concern:

By signing this consent form, I understand that as per Henry County Code of Ordinances, Article II, Sec. 3-3-22, it shall be unlawful for any person offer, advertise, begin or carry on any of the occupations, uses or businesses mentioned for which a license fee is required in the unincorporated area of the county, without first applying and obtaining a license for carrying on such business, use or occupation.

I hereby authorize (Sign Company) _____ and any of its agents to obtain all necessary sign permits and documentation needed to complete installation at the following:

Address: _____

Parcel ID number(s): _____

Name of Property Owner: _____

Address of Property Owner: _____

Phone Number: _____ Date: _____

Printed Name: _____

Signature: _____

NOTARY

On this day, personally appeared before me _____, to me known to be the person(s) described in and who executed the within and foregoing instrument, and acknowledged that he/she signed the same as his/her voluntary act and deed, for the uses and purposes therein mentioned.

Witness my hand and official seal hereto affixed this _____ day of _____, _____.

Notary Public

My Commission Expires: _____

SEAL