

TO APPLY FOR A SIGN PERMIT:

Except as specifically exempted, a person or firm may not legally post, display, enlarge, erect, move or substantially change a sign without first obtaining a sign permit from Planning and Land Use. Failure to comply with these requirements may result in citations and fines.

Fill out and submit a **completed** Cherokee County Sign Permit Application provided by Cherokee County Planning and Land Use Department. **This form MUST be completed in its entirety before it will be accepted.**

This application does include a Sub-Contractor Affidavit form that must be signed and notarized by the Licensed Electrician for all lighted signs.

Along with the completed application you will need to submit the following:

For All Signs:

- Provide a detailed drawing to scale of proposed signage including sign dimensions, overall height, materials, etc.

For All Freestanding Signs:

- Provide the detailed drawing as stated above for “All Signs” and include footing detail (footing should equal 1/3 of the overall sign height plus 1 foot).
- Provide a site plan drawn to scale, showing the proposed location of all freestanding sign(s) on subject property. The site plan shall include a closed boundary survey of the property, acreage, the proposed sign location, street right-of-way lines, public or private easements, driveway locations and parking spaces.
- Provide wind pressure requirements by a Certified Engineer for signage seventeen (17) feet or taller.
- Signs on a State Route (SR 20, SR 92 and SR 140) are required to have a state permit prior to issuance of a permit from the County for signs advertising off-site information.

******NO SIGN IS ALLOWED TO BE PLACED IN RIGHT-OF-WAY******

For All Wall Signs:

- Provide a detailed drawing as stated above for “All Signs” along with a building elevation (picture) showing length of wall and proposed location of sign on this wall.

SIGN PERMIT FEE SCHEDULE

<u>SIZE</u>	<u>FEE</u>
Commercial/Industrial	
1 sq. ft. to 50 sq. ft.	\$50.00
51 sq. ft. to 100 sq. ft.	\$100.00
101 sq. ft. to 150 sq. ft.	\$200.00
151 sq. ft. and larger	\$300.00
Agricultural/Residential	
< 10 acres (4 sq. ft. copy area, 8 ft. height)	\$100.00
>10 acres (32 sq. ft. copy area, 8 ft. height)	\$200.00
Subdivision Monuments	
1 sq. ft. to 50 sq. ft.	\$50.00
Double Faced Signs are an additional \$.75 per square foot for the other side	
Electrical Permit (If required)	\$50.00

CHEROKEE COUNTY SIGN PERMIT APPLICATION

*****For Office Use Only*****

PERMIT NUMBER: _____ PERMIT FEE: _____
Approved by Planning & Land Use: _____ Date: _____
FS Sign Address Required: Y () N ()
If Yes, Address Assigned: _____

Contact: _____ Phone: _____
E-Mail: _____ Fax: _____

Name of business being advertised: _____

Job Address _____ City _____ Zip _____
State or US Route? Y ___ N ___ If yes, which _____

Map _____ Parcel _____ Acreage _____ Zoning _____

Sign Contractor _____ Phone _____
Address _____ City _____ Zip _____
Business License #: _____

Class of Work: New _____ Addition _____ Alteration _____ Repair _____

Are there any existing signs on this property? Y ___ N ___

If so, how many and what kind? _____

Describe Sign: _____

Electrical? Y ___ N ___ Power Company Name _____

Freestanding (1) Length of copy area _____ Height of copy area _____
Total square footage of copy area _____
Height of structure _____ Double Sided? Y ___ N ___

Freestanding (2) Length of copy area _____ Height of copy area _____
Total square footage of copy area _____
Height of structure _____ Double Sided? Y ___ N ___

Wall (1) Length of copy area _____ Height of copy area _____
Total square footage of copy area _____
Length of wall area sign will be mounted to _____ (1 sq. ft. per linear foot)

Wall (2) Length of copy area _____ Height of copy area _____
Total square footage of copy area _____
Length of wall area sign will be mounted to _____ (1 sq. ft. per linear foot)

Other Type _____ Double Sided? Y ___ N ___
Length of copy area _____ Height of copy area _____
Total square footage of copy area _____ Height of structure _____
Date Up: _____ Date Down: _____ (Grand Openings 1 week)

Owner of Sign _____ Phone _____

Address _____ City _____ Zip _____

Contractor _____ Phone _____

Address _____ City _____ Zip _____

Sign Permit Fee (Fee schedule attached) \$ _____

Electrical Sign (If required) \$ _____

Total Fee: \$ _____

- A sign permit shall become **Null and Void** if construction of the sign has not begun within a period of **two (2) months** from the date of issuance and completed within **six (6) months** from the date of issuance.
- Issuance of a sign permit shall in no way prevent the County from later declaring the sign to be nonconforming or unlawful with further review of available information, the sign is found not to comply with the requirements of this Ordinance.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of law 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 violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

PLEASE NOTE: CONTRACTOR IS OBLIGATED TO CALL FOR INSPECTIONS ON ALL SIGNS.

Signature of Sign Owner

Date

Signature of Contractor

Date

PROPERTY OWNER'S CERTIFICATION

**To: Cherokee County Planning and Land Use
1130 Bluffs Parkway
Canton, GA 30114
678-493-6104**

This is to give authorization for placement of a sign on my property located at:

_____.

I understand that only one (1) freestanding sign is allowed per parcel of land or two (2) freestanding signs are allowed where two road frontages exist.

Tax Assessor's Map No. _____ Parcel No. _____

Owner of Property (please print)

Owner of Sign/Applicant (please print)

Street Address (please print)

Street Address (please print)

City, State, Zip (please print)

City, State, Zip (please print)

PROPERTY OWNER'S SIGNATURE

The undersigner(s) below, or as attached, is the owner of the property considered in this application. The undersigner(s) is aware that sign(s) permitted by this application shall be placed upon her/his property. Property owner is also aware that she/he is liable for the sign and sign compliance according to Cherokee County Code of Ordinances.

Signature of Owner

Date

Typed or Printed Name and Title

**Signature of Notary Public
Seal**

Date



1130 Bluffs Parkway
 Canton, GA 30114
 P 770-721-7810
www.cherokeega.com
dsc@cherokeega.com

SUB-CONTRACTOR AFFIDAVIT									
PROJECT	<p>This form must be completed, notarized and submitted to the Development Service Center prior to obtaining a Certificate of Occupancy. A copy of your current State Trade License must accompany all affidavits. Affidavits may be emailed to dsc@cherokeega.com, Please no faxes.</p>								
	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">Job Site Address</td> <td style="width: 30%; background-color: yellow;">Permit #</td> </tr> <tr> <td>Subdivision</td> <td>Lot#</td> </tr> <tr> <td>Suite #</td> <td>City</td> </tr> <tr> <td colspan="2" style="text-align: right;">Zip Code</td> </tr> </table>	Job Site Address	Permit #	Subdivision	Lot#	Suite #	City	Zip Code	
	Job Site Address	Permit #							
	Subdivision	Lot#							
	Suite #	City							
Zip Code									
Description of work									
<p>This affidavit certifies that I am responsible for the:</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Electrical Class I</td> <td><input type="checkbox"/> Electrical Class II (Unrestricted)</td> </tr> <tr> <td><input type="checkbox"/> Mechanical / HVAC Class I</td> <td><input type="checkbox"/> Mechanical / HVAC Class II (Unrestricted)</td> </tr> <tr> <td><input type="checkbox"/> Plumbing Class I <input type="checkbox"/> Plumbing Class II</td> <td><input type="checkbox"/> Gas (to include pools, heated spas and special equipment)</td> </tr> </table>	<input type="checkbox"/> Electrical Class I	<input type="checkbox"/> Electrical Class II (Unrestricted)	<input type="checkbox"/> Mechanical / HVAC Class I	<input type="checkbox"/> Mechanical / HVAC Class II (Unrestricted)	<input type="checkbox"/> Plumbing Class I <input type="checkbox"/> Plumbing Class II	<input type="checkbox"/> Gas (to include pools, heated spas and special equipment)			
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<p>The submittal of this affidavit is verification that the undersigned is licensed in the State of Georgia for the trade specified above. In the event of any changes in the status or involvement with this permit, the undersigned is responsible for the work until Cherokee County's Building Official has been notified in writing.</p>									
CONTACT INFORMATION	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">General Contractor</td> <td style="width: 30%;">Phone #</td> </tr> </table>	General Contractor	Phone #						
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	Sub-Contractor Name (please print)								
	Email								
	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">State License Number</td> <td style="width: 40%;">Expiration Date</td> </tr> </table>	State License Number	Expiration Date						
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Company Address									
Company Email									
AUTHORIZED SIGNATURES	<p>I certify that I have and will comply with all codes and ordinances adopted by Cherokee County that pertain to the work specified above. The undersigned, upon oath, states that the above information is true and correct, understands that the permit issued is only for construction as stated and that the occupancy of the structure is not permissible until all requirements are met and a Certificate of Occupancy has been issued by Cherokee County.</p>								
	<p>APPLICANT'S NAME _____</p>								
	<p>APPLICANT'S SIGNATURE _____ DATE _____</p>								
	<p>Sworn to and subscribed before me,</p> <p>This ____ day of _____, 20____.</p>								
	<p>_____ (Notary Public – Please notarize with official seal)</p>								