



CODE DEPARTMENT SIGN PERMIT APPLICATION

Phone: 770-207-4674 Email: permits@monroega.gov

OFFICE PERMITTING HOURS: 8:00 a.m. – 4:00 p.m.

Property Address: _____

Business Name: _____

Property Owner Name: _____

City: _____ State: _____ Zip Code: _____

Phone – Office: _____ Cell: _____

Applicant/Contractor Name: _____

Applicant/Contractor Address: _____

City: _____ State: _____ Zip Code: _____

Phone – Office: _____ Cell: _____

Email: _____

Attach Business License: ☐

Permit Type: Residential ☐

Commercial ☐

Section 1350 Signs (Properties Not Located in a Character District):

Sign Type: ☐ Ground/Monument ☐ Wall ☐ Billboard ☐ Temporary/Banner (see 1350.2.d.4)
☐ Other (i.e. Reface) _____

OR (Signs are going to be one or the other of these categories, but they are not going to be both)

Section 730 Signs – Character District Properties Only (Refer to the Character Based Code Regulating Plan):

Sign Type: ☐ Awning ☐ Band (aka Primary Façade Sign) ☐ Blade ☐ Wall (aka Secondary Wall Sign) ☐ Window
☐ Marquee ☐ Monument ☐ Porch ☐ Post ☐ Large Projecting Sign ☐ Other (i.e. Reface) _____

Sign Dimensions: Area in Sq. Ft.: _____ Height: _____ Width: _____

Linear Foot Distance of Façade/Business (if applicable): _____

Distance from other Monument, Blade, Post, or Projecting Signs: _____

Sign Illumination: ☐ Unlighted ☐ Lighted (Internal illumination prohibited throughout the City unless conditioned in a planned district or is active, non-conforming)

If Lighted, describe type of lighting: _____

Site Plan Provided: ☐ (For new/replacement Ground/Monument or Post signs)

Application Attachments: ☐ Drawings with Sign Dimensions (required) ☐ Photographs

Value of Sign: \$ _____

I hereby certify that the above information is true and correct.

Signature of Applicant

Print Name

Date

215 N Broad Street • PO Box 725 • Monroe GA 30655
770-207-4674 • permits@monroega.gov