

***All Community Development permit applications are submitted through the PROJECT PORTAL link below. You will need to create an account and once you receive confirmation, you will be able to fill out the application and upload any supporting documents. THE APPLICATIONS AND CHECKLISTS PROVIDED HERE ARE FOR REFERENCE ONLY.***

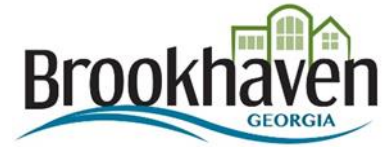
**<https://cityworks.brookhavenga.gov/ProjectPortal>**



### **Permanent Sign Permit Application Checklist**

Except for those signs which may be erected without obtaining a permit, every person desiring to erect a sign in the City of Brookhaven shall first obtain a sign permit and all other permits required for the desired structure in accordance with City ordinances.

- Completed application with all applicable information.
- Consent of the owner, or the owner's agent, granting permission for the placement or maintenance of the sign. Attach a separate sheet as necessary.
- Name, address, phone number, a copy of occupational tax certificate, and a certificate of liability insurance for the sign contractor responsible for the installation and/or maintenance of the sign.
- A full-color, scaled rendering of the proposed signage, including the type of sign to be erected, the area of the sign, the height of the sign, the shape of the sign, how the sign is to be illuminated (if at all) and an explanation of how the sign is to be mounted or erected.
- Wall sign applications will indicate the width in linear feet of the wall or canopy on which the sign will be mounted, and the height above grade at which the sign will be mounted.
- Application for ground signs shall include a separate site plan drawn to scale, including a closed boundary survey of the property, gross acreage, the proposed location of subject sign, location of all ground signs on the property, entrance driveways from public streets, street rights-of-way, public or private easements, building locations, gross area of buildings and floor area occupied by subject owner or tenants.
- Applications for signs requiring the installation of new electrical conductors and/or conduits shall secure the requisite electrical permits as required by the City Building Official.
- Applications for new ground signs shall secure the requisite building permits for footer installation and inspection as required by the City Building Official.**



- ❑ **The payment of \$25 review fee is due at time of application and will be credited toward the total fee due at time of approval/issuance.**

Note: All Sign Permit Applications are not considered "received" by the department until the Community Development Director deems the application to be complete and accurate. Failure to submit this document in full and signed will result in an immediate denial of your application.

**All applications will be processed and made available to the applicant within fifteen (15) business days from the date of submission.**