



## SIGN PERMIT APPLICATION

Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Business Phone #: \_\_\_\_\_ Contact Name and Phone \_\_\_\_\_

Property Owner's/Lessee's Name: \_\_\_\_\_  
Property Owner's/Lessee's Address: \_\_\_\_\_  
Property Owner's/Lessee's Phone #: \_\_\_\_\_

Sign Company: \_\_\_\_\_  
Contact name: \_\_\_\_\_ (Tel): \_\_\_\_\_

Use of Building: \_\_\_\_\_  
Site Location: \_\_\_\_\_

Business License #: \_\_\_\_\_ Permit Fee: \_\_\_\_\_ Permit #: \_\_\_\_\_

Sign Type	# of Signs	Dimensions	Sq. Footage	Frontage	Height
Primary					
Secondary					
Wall					
Directional					
Temporary					
Special Events					
Window/Door					

### The following documents should accompany this form upon submittal:

1. \_\_\_ **Conceptual drawing (*Color - scaled*)**
2. \_\_\_ **Color picture of building with location of proposed signage.**
3. \_\_\_ **Site plan with proposed signage**
4. \_\_\_ **Mounting detail drawing**
5. \_\_\_ **Authorization letter from property owner/Lessee (if different from building owner)**
6. \_\_\_ **If business is located in Historic District: COA application.**
7. \_\_\_ **Copy of sign company's business license**

Application Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved for Issuance By: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner/Agent: \_\_\_\_\_ Date: \_\_\_\_\_

City of Flowerly Branch ♦ Planning and Development ♦  
5512 Main Street ♦ Post Office Box 757 ♦ Flowerly Branch, GA 30542  
Telephone 770-967-6378 ♦ Fax 770-967-6357