

# PERMIT REQUIREMENTS

## Signs – New / Repair / Replacement / Face Changes

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- 1) Specialty Trade Contractors - License Requirements.
- 2) Unless the person in the office is on the business license, we will require a company check or company credit card (Visa, MasterCard, or Discover). Only the individual(s) listed on the business license can pay cash, personal check or credit card.
- 3) If the job is within the **Historic District**, we will require an approved COA<sup>2</sup> from Planning & Zoning prior to accepting monies / releasing permit.
- 4) If the job is within the Flood Plain Area, we will require an approval from Planning & Zoning. Under certain circumstances (no additions, small job cost, etc.), our office can contact P & Z for approval via fax. Otherwise, you will be required to contact their office directly at (706) 821-1796.
- 5) Submit for Approval
  - a) Completed permit application (online, [Sign Application](#))
  - b) Site plan approval for new signs. Contact Planning & Zoning at (706) 821-1796.
  - c) Drawing / Picture showing dimensions of signs.
- 6) Permit fees are based on job cost (Material & Labor) and number of inspections required per approved plans
  - ❖ ***You will need a company check or company credit card (Visa, MasterCard, or Discover) for all transactions.*** If you get the license & permit on the same day, we can combine fees for one check. We do not require the original copies of insurance, an e-mailed copy or fax is sufficient.
- 7) If there is an active building permit on site, we require the Building Contractor's permit number (on gold permit card required to be onsite) and the street address.