



Sign Permit Application

- Incomplete Sign Permit Applications will not be accepted
Building Permits are required for all signs, including panel replacements

The Planning and Zoning Division will accept sign permit applications from individuals. The following information will be required in order to process a sign permit application per section 714 of the City Code of Marietta.

PART ONE: GENERAL INFORMATION

Applicant Name:
Business Name:
Address of Sign: Suite/Bldg:
Name & Number to Call when Permit is Ready for Pick Up:
Name:
Phone:

PART TWO: GENERAL SIGN INFORMATION

Is the proposed location within the Downtown Marietta Historic District?... YES NO
Will the sign be electrified?... YES NO
Is the proposed sign a panel replacement of an existing sign structure?... YES NO
***If YES, please attach a detailed estimate of the value of the existing sign structure
Estimated value of new sign \$
Which street will the sign(s) face?
List all other signs located on the same parcel:
Type: Size (sq. ft.): Location (street facing):

PART THREE: SIGN DIMENSIONS

Wall/Canopy/Projecting/Under Canopy Signs

Size of sign face x or s.f.
Height of wall on which sign is placed ft.
Width of wall on which sign is placed ft.
Square footage of wall on which sign is placed s.f.
Distance from base of sign to the ground (if sign projects more than 4") ft.

Freestanding Signs

Size of sign face (copy) x or s.f.
Size of sign base (excluding copy) x or s.f.
Height of sign structure ft.
Distance from sign to property line ft.

PART FOUR: REQUIRED DOCUMENTS CHECKLIST

Wall/Canopy/Projecting/Under Canopy Signs

- Building Permit from Building Department
- Detailed sign plan (2 COPIES) in color, noting building materials to be used and all relevant dimensions
- Detailed drawing showing how the sign will be attached to the building face
- Scaled building elevation plans that detail the dimensions of the building face and the location of the sign on the structure.
- Copy of approval letter from The Marietta Historic Board of Review (*for all signs located in Downtown Marietta Historic/Sign District*).

Freestanding Signs

- Building Permit from Building Department
- Detailed sign plan (2 COPIES) in color, noting building materials to be used and all relevant dimensions.
- A Site/Survey Plan including a scaled drawing of the footprint of the sign structure showing its exact position in relation to nearby buildings, structures and streets. Right-of-way width for all streets must be clearly indicated
- Detailed drawing of sign footing
- Copy of approval letter from The Marietta Historic Board of Review (*for all signs located in Downtown Marietta Historic/Sign District*).

Sign Panel Replacement

- Sign Elevation Plan including dimensions, colors and materials to be used.
- Picture(s) of existing sign.
- Detailed estimate of the value of the existing sign structure.
- Building and/or Electrical Permits.
- Copy of approval letter from The Marietta Historic Board of Review (*for all signs located in Downtown Marietta Historic/Sign District*).

PART SIX: ACKNOWLEDGEMENT

I, _____,

hereby affirm that the information supplied on this application is correct and if found to be incorrect that any permit issued pursuant to this application may be void. I further affirm that I will comply fully with the provisions of the sign code and any variances granted for the sign permits issued pursuant to the information contained in this application.

(Applicant's Signature)

(Date)