



Permanent Sign Application pg 1 of 2
PLANNING DEPARTMENT
630 Ronald Reagan Drive, Building B
signs@columbiacountyga.gov

Application Received _____ App # _____
Approved _____

Physical Address of Signs _____ Unit/Suite _____

Business Name _____ Area of Building/Unit _____ sq ft

Business Owner _____ Phone _____

Property Owner _____ Phone _____

Property Owner's Address _____

Applicant _____ Phone _____

Email _____

Contractor _____ Phone _____

Email _____

Address _____

Business License Number _____

Electrician _____ Phone _____

U.L. Approved ___ Yes ___ No U.L. Number (s) _____

Complete ALL sections of the application and return to the Planning Department either in person or by mail to 630 Ronald Reagan Drive, Building B, Evans, GA 30809 or via e-mail to signs@columbiacountyga.gov.

All applications MUST be accompanied by the following information/documentation.

Incomplete applications will be returned.

- Written permission from the property owner to place the proposed signs on the property.
- Pictures and/or graphic representations of the EXISTING and PROPOSED signs, with all dimensions noted in feet and inches.
- A site plan showing the locations of all signs, including setback from the right of way for freestanding signs, and distances from other freestanding signs on the same side of the road. Building elevations must be provided for all building signs. Existing signs that are to remain must be included on the site plan.
- For freestanding signs, the relationship to existing or proposed landscaping must be shown.
- Construction details for all new signs, including attachment details for wall signs and footing details for freestanding signs. Engineered drawings are required for signs over 15 feet in height.
- Electrical details for all lighted signs.

Applicant Signature _____ Date _____



Proposed Signs

Copy this page as needed

Sign 1 Circle New Sign OR Reface Only
 _____ Principal F/S _____ Principal Building _____ Miscellaneous (F/S or Building) _____ Canopy
 Total Sign Face _____ **sq ft** Structure Area (F/S) _____ **sq ft** Value _____
 Sign Height (F/S) _____ **ft** Length of Wall (for Misc Building Signs) _____ **ft**

Sign 2 Circle New Sign OR Reface Only
 _____ Principal F/S _____ Principal Building _____ Miscellaneous (F/S or Building) _____ Canopy
 Total Sign Face _____ **sq ft** Structure Area (F/S) _____ **sq ft** Value _____
 Sign Height (F/S) _____ **ft** Length of Wall (for Misc Building Signs) _____ **ft**

Sign 3 Circle New Sign OR Reface Only
 _____ Principal F/S _____ Principal Building _____ Miscellaneous (F/S or Building) _____ Canopy
 Total Sign Face _____ **sq ft** Structure Area (F/S) _____ **sq ft** Value _____
 Sign Height (F/S) _____ **ft** Length of Wall (for Misc Building Signs) _____ **ft**

Sign 4 Circle New Sign OR Reface Only
 _____ Principal F/S _____ Principal Building _____ Miscellaneous (F/S or Building) _____ Canopy
 Total Sign Face _____ **sq ft** Structure Area (F/S) _____ **sq ft** Value _____
 Sign Height (F/S) _____ **ft** Length of Wall (for Misc Building Signs) _____ **ft**

Sign 5 Circle New Sign OR Reface Only
 _____ Principal F/S _____ Principal Building _____ Miscellaneous (F/S or Building) _____ Canopy
 Total Sign Face _____ **sq ft** Structure Area (F/S) _____ **sq ft** Value _____
 Sign Height (F/S) _____ **ft** Length of Wall (for Misc Building Signs) _____ **ft**

Window Signs

Sign Face _____ sq ft	Window Size _____ sq ft	_____ % covered
Sign Face _____ sq ft	Window Size _____ sq ft	_____ % covered
Sign Face _____ sq ft	Window Size _____ sq ft	_____ % covered