



**CITY OF PEACHTREE CORNERS  
COMMUNITY DEVELOPMENT**  
310 Technology Parkway, Peachtree Corners, GA, 30092  
Tel: 678-691-1200 | www.peachtreecornersga.gov

E-Plan #: \_\_\_\_\_

Permit #: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

**Sign Permit Application**  
(See bottom of form for instructions and fees)

**PROPERTY INFORMATION**

Full Address of Sign: \_\_\_\_\_

Business Name: \_\_\_\_\_ Business Owner Name: \_\_\_\_\_

Business Owner Full Address and Phone: \_\_\_\_\_

Sign is for a:            Building on Individual Non-residential Lot            Building on Individual Lot  
                                 Business in a Commercial or Retail Center            Business in an Office or Industrial Center

Name of Commercial Center, Office Park, or Building: \_\_\_\_\_

**SIGN INFORMATION**

Sign Contractor (Company): \_\_\_\_\_ Business License Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Full Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Sign:            Wall                            Canopy                            Ground                            Projecting  
                                 Qty: \_\_\_\_\_            Qty: \_\_\_\_\_            Qty: \_\_\_\_\_            Qty: \_\_\_\_\_

Sq. Ft. of Existing Signs: \_\_\_\_\_  
(To Remain)

Sq. Ft. of Each Sign Proposed Above: \_\_\_\_\_

Sign Set Back from Right of Way (Ground Sign): \_\_\_\_\_

\*Must provide dimensioned drawings of all signs

Estimated Total Cost of Sign(s): \_\_\_\_\_

**SIGNATURES**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Building / Land Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

**APPROVALS**

Zoning Case Number: \_\_\_\_\_

Application:            Approved            Rejected            By: \_\_\_\_\_            Date: \_\_\_\_\_

Rejected for the Following:

## Instructions and Fees

- Attach drawing showing dimensions, materials, overall size, color and placement of sign (location on building if wall sign).
- Attach site plan drawn to scale showing sign location.
- All monument or pole sign structures more than 32 sq. ft., or greater than 6 ft. in height, or oversized sign must have structural engineer seal on plans and footings must be engineer design with seal.
- All wall and canopy mounted signs over 60 sq. ft. must have engineer designed method of attachment.
- All sign structures and placement must meet the City of Peachtree Corners sign ordinance, overlay districts and international building code requirements for signs.
- Illuminated signs also require an electrical permit.
- Footing and electrical inspections are required for ground signs (please call 678-691-1200 to schedule.)

a. The Sign Location Permit Fee for a Wall or Ground Sign (EXCEPT Oversized Signs) = \$150.00.

b. The Sign Location Permit Fee for an Oversized Sign = \$500.00.

c. If a Building Permit is required, in addition to the Sign Permit, the Building Permit Fee is based upon \$6.00 per \$1000.00 of estimated cost and is computed by Community Development Staff. The minimum fee is \$30.00.

d. Permit **fees are doubled** for any sign that is **erected or under construction prior to obtaining a permit.**

e. A Sign Location Permit **expires** if construction of the sign has not been **completed** within **6 months** from the date of issuance.

f. A Sign Location Permit renewal fee is \$125.00.

g. Electrical Permits are required and a separate subcontractor application shall be submitted and approved for illuminated signs.