



CITY OF HIRAM  
217 Main Street  
Hiram, Georgia 30141  
(770) 943-3726 (phone)  
(770) 439-2372 (fax)

## **SIGN PERMIT APPLICATION INSTRUCTIONS**

Unless specifically exempted by the City of Hiram Sign Ordinance, any person seeking to erect, construct, enlarge, alter, repair, move, improve, or convert any sign or sign structure in the City must first obtain a sign permit. To obtain a sign permit, 1) a **COMPLETE** sign permit application must be filed with the City Manager's office at City Hall and 2) the relevant permit application fee must be paid.

The following instructions are intended only as a guide to assist you in completing the sign permit application process. **IT IS YOUR RESPONSIBILITY TO REVIEW THE CITY OF HIRAM SIGN ORDINANCE TO ENSURE THAT YOUR APPLICATION PACKET FULLY COMPLIES WITH THE REQUIREMENTS OF THE ORDINANCE AND IS COMPLETE.** The Sign Ordinance is currently available for review on the City's website ([www.cityofhiramga.gov](http://www.cityofhiramga.gov)), or you can obtain a copy at City Hall through submission of an Open Record Request. All questions should be directed in writing to Darren Allen, Project Manager, at [dallen@hiram-ga.gov](mailto:dallen@hiram-ga.gov).

### **SIGN PERMIT APPLICATION**

**Sign Permit Application Forms are available at City Hall. Please complete all sections of this form and attach all required documentation. Any other documents or information not listed on the form but necessary to show compliance of your proposed sign with the requirements of the Sign Ordinance should also be attached. Applications that are incomplete or missing information or documents necessary to determine compliance of your proposed sign with the requirements of the City's Sign Ordinance will be DENIED.**

As a reference in completing the Sign Permit Application form, the "Property Owner" is the owner of the real property where the proposed sign will be located, the "Applicant" is the person or entity applying for the sign permit, and the "Sign Contractor" is the contractor who will be building or installing the proposed sign. **The required "Property Information" can usually be obtained over the phone from the Paulding County Commissioner's Office at (770) 443-7581 or online at <http://geoexplorer.paulding.gov>.** Additionally, your Sign Contractor (i.e. the person building or installing your sign) should be able to help you fill out the "Sign Information" section and provide you with the required attachments. ***The City has 30 "business days" to complete the review of sign permit applications, once the application has been accepted "as complete" by the City.***

### **PERMIT FEES**

All permit fees are **NONREFUNDABLE** and can only be paid at City Hall by **CASH, CHECK, OR MONEY ORDER.**

Temporary & Nonconventional Sign Application Fee:	\$25.00
Permanent Sign Application Fee:	\$75.00
Sign Variance Application Fee:	\$125.00

## Sign Application Checklist

This application is for zoning compliance only. Electrical, foundation/footing inspections and all other "construction" permits must be acquired through Paulding County Permits Office. It is the applicant's responsibility to apply for all necessary permits. Failure to do so may result in the required removal of an installed sign, at the "owners'" expense. The following is required of all permanent sign applications:

- 1) A completed Sign Permit Application. (do not leave any blank spaces)
- 2) Second page of the Sign Permit Application must be signed by the applicant **and** the property owner or the owners' agent.
- 3) Occupational Tax Certificate (sometimes referred to as a "business license") of the sign installer.
- 4) Certificate of Insurance (COI) from the sign installer. The COI list the City of Hiram as a Certificate Holder in the bottom left corner. Note: We do not require being listed as an "additional insured."
- 5) A letter from the owner, or the owners' agent granting the applicant permission to install the proposed sign on their property.

### Specific Wall Sign Application Requirements:

- 1) **Building Elevations** ("to scale") showing the dimensions of the sign, and the wall, color scheme of the sign, sign installation position, cut-away side profile of the sign.
  - a) **"to scale"** - must use a scale of 1/4" = 1' or greater scale.
  - b) **dimensions** - must include the dimensions of the Wall where the sign will be installed, and height and width of the sign itself.
  - c) **color scheme** - an accurate color rendering of the sign.
  - d) **Sign Installation Position** - the distances from the bottom of the sign to the ground, the top of the sign to the top of the eve of the roof, and the sides of the sign to the sides of the storefront walls.
  - e) **cut-away sign profile** - side view of the sign depicting how it will be mounted to the selected wall, along with the dimensions showing the distance from the wall to the front face of the sign.
- 2) **Property Survey** - if this is a new development a "to scale" survey must be provided of the property showing the silhouette of the building, highlighting the wall to which the sign will be mounted.

*Note: If the property is already developed, an aerial photo showing the building, highlighting the wall to which the sign will be mounted, will be acceptable.*

### Specific Monument Sign Application Requirements:

- 1) **Survey** - "to scale" survey of the property on which the monument sign will be installed, with a "surveyor's mark" indicating the exact coordinates of the proposed location.
- 2) **Rendering** - Color rendering illustrating the color scheme for the sign and the dimensions, shape and profile (front, back, and side profiles) of the proposed sign.

Applicant Initials: \_\_\_\_\_

**Temporary Sign Application Requirements:**

- 1) For all temporary signs, regardless of being located on a wall, or mounted at ground level, a color rendering of the sign is required, indicating its dimensions.
- 2) Wall Banners require a rendering, depicting the sign on the wall to which it will be mounted, and its position. Size cannot exceed 24 square feet.
- 3) In lieu of a property survey, an aerial photo showing the buildings, roadways, and approximate parcel property lines, with a mark on the aerial indicating the install location of the proposed sign, will suffice.

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

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**Sign Permit Application**

Date Received: \_\_\_\_\_  
Fee Paid: \$ \_\_\_\_\_  
Date Accepted \_\_\_\_\_  
As Complete: \_\_\_\_\_

**PROPERTY INFORMATION**

Address: \_\_\_\_\_  
Parcel #: \_\_\_\_\_ Lot Size: \_\_\_\_\_ Zoning: \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**APPLICANT INFORMATION**

Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**SIGN CONTRACTOR INFORMATION**

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Occupational Tax Certificate # \_\_\_\_\_  
Insurance Company and Policy No: \_\_\_\_\_

**SIGN INFORMATION**

**Sign Type:** \_\_\_\_\_

**Illumination Type:** (Circle One) Internal / External / Non-Illuminated

**Monument Signs:** Height: \_\_\_\_\_ Setback from Right of Way: \_\_\_\_\_

**All Signs:** Dimensions: \_\_\_\_\_ sf X \_\_\_\_\_ sf = Sign Area: \_\_\_\_\_ sf Change Copy Area: \_\_\_\_\_ sf

**Number of Signs on Property:** \_\_\_\_\_ Aggregate Sign Area: \_\_\_\_\_ sf  
(Inclusive of sign proposed) (Inclusive of sign proposed)

**Temporary Signs:** REQUESTED: START DATE: \_\_\_\_\_ / # OF DAYS: \_\_\_\_\_

**Wall Signs:** Wall Dimensions: \_\_\_\_\_ sf X \_\_\_\_\_ sf = Wall Area: \_\_\_\_\_ sf

**REQUIRED ATTACHMENTS:**

***(All scales must be based on inches=feet)***

- A sketch or drawing, to scale ***(no smaller than 1/4<sup>th</sup>in=1ft)***, of the proposed sign showing size, dimensions, type, height, color scheme, elevation, and other information as required by the City to establish compliance with this Article.
- A survey “to scale” ***(no smaller than 1/4<sup>th</sup>in=1ft)*** showing the property upon which the sign is to be located, the proposed location of the sign on subject property, the distance of the sign from the subject property’s boundaries, required setbacks, and all existing structures or buildings on the subject property (Not required for signs placed on existing structures).
- *Written consent of the owner of the property, or his/her agent, granting permission for the placement, maintenance, size, and height of the sign to be placed on the property. The Property Owners’ signature on this form does not constitute “written permission.”*
- Sign Contractor’s Occupational Tax Certificate and Certificate of Insurance .
- For all wall signs, one set of building elevations “to scale” ***(no smaller than 1/4<sup>th</sup>in=1ft)*** showing the dimensions of the sign, and its position on the proposed wall showing the distance from the top of the sign to the top of the eave of the roof, the bottom of the sign to the ground, and sides of the sign to the sides of the storefront or principal wall. Also, a side profile of the sign indicating the position of the wall mounts and the distance from the face of the wall to the face of the sign “to scale” ***(no smaller than 1/4<sup>th</sup>in=1ft)***.

***(Failure to complete the application and/or failure to provide all the required information necessary to process the application will result in the denial of the permit, requiring the applicant to complete a new permit application, and submittal of applicable fees.)***

**SIGNATURES**

By signing this application I represent and warrant that all information contained herein is true and correct and that the sign requested is in compliance with the City of Hiram Sign Ordinance and all other applicable ordinances.

APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

DATE: \_\_\_\_\_

**CITY USE ONLY**

**Approved:** \_\_\_\_\_ **Denied:** \_\_\_\_\_ **Date of Decision:** \_\_\_\_\_

**Reason for Denial:** \_\_\_\_\_

**By:** \_\_\_\_\_