



Planning & Economic Development Department  
**SIGN PERMIT APPLICATION**

1500 Morrow Rd. Morrow, GA 30260 [MTracy@MorrowGA.gov](mailto:MTracy@MorrowGA.gov) Direct 678-908-0870

APPLICATION DATE: \_\_\_/\_\_\_/\_\_\_

PERMIT NO. \_\_\_\_\_

**Business & Tenant Information:**

BUSINESS ADDRESS:	BUSINESS NAME/PROJECT:	
TENANT NAME:	PHONE:	ACREAGE:

**Property Owner Information:**

I, \_\_\_\_\_ OWN SAID PROPERTY /AM THE LAND LORD AND I CERTIFY THAT THE CONTRACTOR IS AUTHORIZED TO OBTAIN ALL NECESSARY SIGN PERMITS AND DOCUMENTATION NEEDED TO COMPLETE INSTALLATION /REMOVAL OF SAID SIGNS AT THE PROPERTY ADDRESS ABOVE. I HAVE ATTACHED A LETTER WITH MY OFFICIAL SIGNATURE CONFIRMING THE ABOVE STATEMENTS.

PHONE #:	EMAIL:
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**Proposed Sign:**

PURPOSE OF PERMIT: [CHECK ONE (1) SIGN TYPE]

WALL SIGN  
  WINDOW SIGN  
  AWNING  
  PYLON FACE CHANGE  
  GROUND MONUMENT  
  TEMPORARY/PROMOTIONAL BANNER  
 STANCHION SIGN  
  INTERSTATE/BILLBOARD SIGN  
  SIGN REMOVAL  
  TEMPORARY FOR LEASE/SALE  
 OTHER: \_\_\_\_\_

BUILDING WALL FACE SQ. FT.:	PROPOSED SIGN DIMENSIONS: _____ x _____ = _____sq.ft.	REMAINING SIGN AREA:	RIGHT-OF-WAY SETBACK (Ground):
ELECTRICAL REQUIREMENTS:    OUTLETS _____    LIGHTING _____		POWER CONNECT/VOLTAGE: _____	

**Contractor Information:**

COMPANY NAME:	CONTACT PERSON:	BUSINESS LICENSE#:
ADDRESS:		PHONE #:
EMAIL:		

Est. Construction Cost: \$ \_\_\_\_\_ (including labor and materials)

\_\_\_\_ [Initial] I hereby certify that I have read and examined this application and know the same to be true and correct. The granting of a sign permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction. This application is hereby made according to the laws and ordinances of the City of Morrow to obtain a sign permit to erect, install, remove, replace, reface a sign in the City as described herein and shall be submitted with accompanying plans and specifications, to be located as shown on colored renderings and a site plan and, if granted, will conform to all laws and ordinances regulating the same. Proper permits must be obtained before work is begun or fees shall be doubled. I hereby attest that the signs erected will only be those signs approved by the City.

Date: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**FOR OFFICE USE ONLY : (Processed and entered into the system)**

ZONING VERIFIED: \_\_\_\_\_ ACCEPTED BY: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

APPLICATION/PERMIT FEE: \$ \_\_\_\_\_ PAYMENT METHOD:  CHECK  CREDIT/DEBIT CARD  MONEY ORDER CHECK # \_\_\_\_\_

APPROVED/DENIED BY: \_\_\_\_\_ DATE: \_\_\_\_\_



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**ALL SIGN SUBMISSIONS MUST BE RECEIVED VIA EMAIL TO:  
MTRACY@MORROWGA.GOV**

**THE FOLLOWING INFORMATION MUST BE INCLUDED WITH THE APPLICATION :**

1. ADDRESS FOR PROPOSED SIGN
2. SIGN COMPANY/CONTRACTOR
3. SIGN INFORMATION
4. WALL, WINDOW, AWNING SIGNS:
  - LETTERING CONSISTS OF INDIVIDUALIZED CHANNEL OR CLOUD SIGN
  - LED ILLUMINATION
  - SECURELY FASTENED TO BUILDING (SIGNATURE REQUIRED BELOW)
  - COLOR RENDERINGS
  - SQUARE FOOTAGE OF THE BUILDING WALL FACE (Height x Length)
5. AUTHORIZATION FROM OWNER/LANDLORD
  - States the property owner/landlord has given written permission
6. COMPUTATION OF SIGN AREA:
  - Provide Photos of all proposed and existing signs, including the square footage of each.
7. STANCHION/GROUND/MONUMENT SIGNS (new construction)
  - Provide site plan designating the location of the proposed sign. All other existing ground signs should be identified. No Freestanding Sign Shall Be Located Within 30 ft of an existing freestanding sign. Provide distance from the proposed sign location to the property line and right-of-way.
8. PERMIT FEE

**\*\*NEW ELECTRICAL INSTALLATION REQUIRES A SEPARATE PERMIT**

**\*\*NEW SIGN STRUCTURES REQUIRE PLAN REVIEW FOR CONSTRUCTION COMPLIANCE**

**AFFADAVIT**

**The proper installation of the signage related to this permit is entirely the responsibility of the sign company. The sign company accepts and shall be entirely responsible for the safety and compliance of the installation.**

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**PRINTED NAME**

**SIGNATURE**

**DATE**