

Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Fee: \$ \_\_\_\_\_  
GL# 32.2230

Expiration Date: \_\_\_\_\_  
(For Temporary Permits)



## City of Villa Rica

### APPLICATION FOR SIGN PERMIT

The procedure for approval of Sign Permits is set forth in Section 9.03 of the Villa Rica Sign Ordinance. Sign Permits shall be in conformance with the codes adopted by the City of Villa Rica. Generally, the process involves review by the Department of Community Development.

**Please complete the blanks with the information requested. If any of the information or required materials is missing or incomplete, the application will not be processed. A sketch or picture of the proposed sign MUST be attached.**

Date of Application: \_\_\_\_\_

PERMANENT SIGN PERMIT \_\_\_\_\_

TEMPORARY SIGN PERMIT \_\_\_\_\_

#### APPLICANT

Owner Name: \_\_\_\_\_  
City Business License Number: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_  
Email Address: \_\_\_\_\_

#### SIGN DETAIL

Square Footage of Sign: \_\_\_\_\_ Will Sign Be Electrical: \_\_\_\_\_  
Sign Height: \_\_\_\_\_ *(Electrical Signs Require Additional Permits)*  
Premises: On \_\_\_\_\_ Off \_\_\_\_\_ *(Off Premise Signs Require Permission of Property Owner)*  
Description of Project *(Please provide as much detail as possible. Attach additional sheets; if needed):* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**In consideration of the issuance of this permit, the undersigned hereby agrees to comply with all adopted building codes and land use regulations of the City of Villa Rica as described in the City Code.**



I, \_\_\_\_\_, certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not give authority to violate or cancel the provisions of any other federal, state or local law regulating construction or the performance of construction and that I make this statement under penalty of perjury.

\_\_\_\_\_  
 Signature of Business Owner \_\_\_\_\_  
 Date

NOTE: A sign permit shall become null and void if the sign for which the permit was issued has not been completed and installed in accordance with the permit application within six (6) months after the date of issuance.

TO BE FILLED BY COMMUNITY DEVELOPMENT DIRECTOR	
Zoning: _____	Permit #: _____
Maximum Sign Height: _____	Maximum Size Allowed: _____
Minimum Distance from Any Property Line: _____ <i>(Site Plan Required for Ground-Mounted Signs Showing Setback from Property Lines)</i>	
<b>TYPE OF SIGN</b>	<b>LOCATION</b>
____ Wall	____ On Premises
____ Monument	____ Off Premises
____ Banner	
____ Other _____	
Fee: \$ _____	Date Received: _____
Expiration Date <i>(Temporary Signs)</i> : _____	
<b>OFFICE OF COMMUNITY DEVELOPMENT:</b> <b>APPROVED</b> ____ <b>DENIED</b> ____	
_____ Signature of Authorized Representative	_____ Date
SPECIAL NOTES: _____	
_____	
_____	
_____	