



# PERMIT APPLICATION TO INSTALL A NEW OR ALTER AN EXISTING ADVERTISEMENT SIGN

115 East M. L. King Jr. Drive,  
Hinesville GA. 31313  
(912) 876-4147  
FAX (912) 876-4770

### REQUIRED INFORMATION FOR SIGN PERMIT APPROVAL (AN INCOMPLETE APPLICATION WILL BE RETURNED TO APPLICANT WITHOUT ACTION)

- |   |  |   |
|---|--|---|
| 1. SCALED SITE PLAN (8 1/2" X 11")  | 6. WIND STRUCTURAL LOAD INFORMATION            | 10. UL CERTIFICATE FOR ELECTRIC SIGNS OR OTHER NATIONALLY RECOGNIZED TESTING LABORATORY (NRTL) CERTIFICATION. |
| 2. SCALED DRAWING OF WALL ELEVATION WHERE SIGN WILL BE INSTALLED (8 1/2" X 11") | 7. ENGINEERED FOOTER DETAILS                   |   |
| 3. SCALED DRAWING OF SIGN (8 1/2" X 11")  | 8. MOUNTING / ANCHORING DETAILS                |   |
| 4. <b>ELECTRICAL PERMIT FOR ILLUMINATED SIGNS</b>                               | 9. ELECTRICAL EQUIPMENT DIAGRAM & CALCULATIONS |   |
| 5. LETTER OF AUTHORIZATION FROM BUILDING OWNER TO INSTALL SIGN                  |  |   |

#### SIGN OWNER INFORMATION

NAME: \_\_\_\_\_ BUSINESS NAME: \_\_\_\_\_  
 BUSINESS ADDRESS: \_\_\_\_\_ TYPE OF BUSINESS: \_\_\_\_\_  
 BUSINESS PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ MOBILE PHONE: \_\_\_\_\_  
 PRIMARY EMAIL ADDRESS: \_\_\_\_\_ ALTERNATE EMAIL ADDRESS: \_\_\_\_\_

#### BUILDING OWNER INFORMATION

NAME: \_\_\_\_\_ TYPE OF OWNERSHIP:  INDIVIDUAL  CORPORATION  OTHER  
 MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ OTHER PHONE: \_\_\_\_\_  
 PRIMARY EMAIL ADDRESS: \_\_\_\_\_ ALTERNATE EMAIL ADDRESS: \_\_\_\_\_

#### CONTRACTOR / INSTALLER INFORMATION

NAME: \_\_\_\_\_ PRIMARY EMAIL ADDRESS: \_\_\_\_\_  
 BUSINESS LICENSE NUMBER: \_\_\_\_\_ ISSUING CITY/COUNTY: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ MOBILE PHONE: \_\_\_\_\_

#### SIGN INFORMATION

TYPE:  AWNING SIGN  MARQUEE  PARAPET SIGN  STANCHION / POLE SIGN  ILLUMINATED  
 BILLBOARD  MANSARD  PROJECTING SIGN  WALL SIGN  NON-ILLUMINATED  
 CANOPY SIGN  MONUMENT  READER BOARD  WINDOW SIGN  
 FACE CHANGE (EXISTING SIGN)  NEON SIGN  RESIDENTIAL DEV. SIGN  VARIABLE MESSAGE LED  OTHER (SPECIFY) \_\_\_\_\_

**Note: All electric signs shall be listed and installed in conformance with that listing, unless otherwise approved by special permission.**

REQUESTING SIGN TO BE INSTALLED AS:  CONFORMING  NON-CONFORMING; TO CITY CODE OF ORDINANCES SPECIFICATIONS

VALUATION \$ \_\_\_\_\_ Sign Location: \_\_\_\_\_

#### SIGN SPECIFICATIONS

DISTANCE FROM TOP OF HIGHEST POINT OF SIGN (INCLUDING SUPPORTS): \_\_\_\_\_ FEET Is this sign third party listed?  YES  NO  SINGLE FACE  DOUBLE FACED  
 DISTANCE FROM BOTTOM OF SIGN FACING TO THE GROUND: \_\_\_\_\_ FEET SIGN MANUFACTURER'S E-FILE CERTIFICATION NUMBER: E- \_\_\_\_\_  
 HEIGHT OF SIGN FACING: \_\_\_\_\_ FEET (MULTIPLY BY) LENGTH OF SIGN FACING: \_\_\_\_\_ FEET = TOTAL AREA (SQ. FT.): \_\_\_\_\_  
 PROPOSED DISTANCE BETWEEN LEADING EDGE OF SIGN AND PROPERTY LINE: \_\_\_\_\_ (MINIMUM 10 FEET REQUIRED SETBACK FROM PUBLIC RIGHT-OF WAY/PROPERTY LINE)

#### BUILDING FRONTAGE INFORMATION

FRONT WALL HEIGHT: \_\_\_\_\_ FT. X FRONT WALL LENGTH: \_\_\_\_\_ FT. = \_\_\_\_\_ TOTAL STOREFRONT SQ. FT. X \_\_\_\_\_ % = MAX AREA OF SIGN ALLOWED: \_\_\_\_\_ SQ. FT.

**"I HEREBY CERTIFY that the above information is correct to the best of my knowledge and that the installation will conform to the current Code of Ordinances (#2003-06, Appendix A, Article VIII) of the City of Hinesville. I further agree to indemnify and save harmless the City of Hinesville from any liability, damages or losses resulting directly or indirectly from the erection, use, maintenance or alteration of the sign described above. I further acknowledge that I am fully aware of the civil penalties that may be imposed upon me for violations of the standards prescribed by the code of ordinances of the City of Hinesville regulating advertisement signs."**

Printed Name of Sign Owner, Manager, Sign Installer or Authorized Representative \_\_\_\_\_

Signature of Sign Owner, Manager, Sign Installer or Authorized Representative \_\_\_\_\_

Date \_\_\_\_\_

#### FOR OFFICE USE ONLY

APPLICANT MUST NOT WRITE ANYTHING BELOW THIS LINE.  
THIS WILL BE YOUR PERMIT WHEN PROPERLY VALIDATED BELOW

#### ZONING REVIEW

LCTM #: \_\_\_\_\_ PARCEL #: \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_ APPROVED USE AS:  CONFORMING  NON-CONFORMING  
 ZONING:  APPROVED  DISAPPROVED  
 REVIEWER'S NAME/TITLE \_\_\_\_\_ DATE \_\_\_\_\_

#### STRUCTURAL / ELECTRICAL REVIEW

INSTALLATION PLAN:  APPROVED  DISAPPROVED  
 STRUCTURAL PLAN  APPROVED  DISAPPROVED  
 ELECTRICAL PLAN:  APPROVED  \_\_\_\_\_  
 REVIEWER'S NAME/TITLE \_\_\_\_\_ DATE \_\_\_\_\_

#### FINAL REVIEW

DIRECTOR OF INSPECTIONS OR AUTHORIZED AGENT \_\_\_\_\_ DATE \_\_\_\_\_ PERMIT REQUEST:  APPROVED  DISAPPROVED

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PERMIT # : \_\_\_\_\_ PROJECT # : \_\_\_\_\_ SIGN REGISTRATION DECAL # : \_\_\_\_\_

PERMIT FEE: \$ \_\_\_\_\_ PAID BY:  CASH  CHECK # : \_\_\_\_\_ FINAL INSTALLATION INSPECTION DATE : \_\_\_\_\_ INSPECTOR \_\_\_\_\_