

### **Sign Application Submittal Requirements**

#### **A. Complete Application Form including:**

1. Property Owner's Certification Form.
2. Subcontractor Affidavit, if applicable (for signs with new electrical installation, interior or external).
3. Electronic Message Display Sign Affidavit, if applicable.

#### **B. Sign Drawings (for All Signs)**

Provide a detailed drawing to scale of proposed signage including dimensions, height, materials, and type of masonry (if applicable).

#### **C. Wall Signs**

Provide a building elevation showing the length of the wall and the proposed location of the sign(s) on the wall(s).

#### **D. Freestanding Signs**

1. Provide a boundary survey drawn to scale of the property indicating acreage, the proposed location of the sign on the property, street right-of-way lines, public or private easements, driveway locations, parking spaces, and building location(s), if applicable.
2. Masonry Signs:
  - a. Submit a design of the sign foundation showing all dimensions prepared and stamped by a Certified Engineer.
  - b. Stamped and signed independent third party engineered structural drawing submittal for CMU wall grouting, structural steel, concrete reinforcement, or other applicable structural construction.
3. Post Signs: Submit a design of the sign post underground embedment. (Method: One-third of the total height of the proposed sign measured from the ground surface to the top of the sign, plus 12 inches).
4. For signs 17 feet or higher: Provide wind pressure requirements by a Certified Engineer

#### **E. Electronic Signs**

1. Electrical signs and lighting systems are required to be UL (Underwriters Laboratory) listed and labeled both on the sign plan submittal and on the sign equipment with the manufacturer's name, trademark or other means of identification and indicating input voltage and current rating in compliance with NEC 600.4.
2. If the disconnecting means is not within sight of the sign, the disconnecting means shall be lockable, and a field applied marking shall be applied to the sign identifying the location of the disconnecting means and shall be visible during servicing and inspection of the sign in compliance with NEC 600.6 (A)(2) and 110.25.

## Application Approval Process



## Post-Approval Process

Monument signs over 6 feet in height require plans submittal and an independent third-party engineer inspection report approval, verifying the proper soil compaction for: foundation footings, CMU wall grouting, structural steel, concrete reinforcement steel or other applicable construction types.

## Sign Permit Fee Schedule

### Commercial/Industrial Zoning District (Wall and Freestanding Signs)

Sign Size	Fee
1 sq ft to 100 sq ft	\$100.00
101 sq ft to 150 sq ft	\$200.00
151 sq ft and greater	\$300.00

**\*\*\*For Double-Faced Signs = +\$0.75 per square foot of second side\*\*\***

### Agricultural/Residential Zoning District (Freestanding Signs)

Acres	Copy Area	Sign Height	Fee
< 3 acres	4 sq ft	8 ft	\$100
> 3 acres	32 sq ft	8 ft	\$200

**\*\*\*For Double-Faced Signs = +\$0.75 per square foot of second side\*\*\***

### Other

Type	Fee
Subdivision Monument Sign	\$100 (per sign)
Electrical Permit <i>(if required)</i>	\$50.00

**\*\*\*All fees are non-refundable\*\*\***

**\*\*\*Plan review per re-submittal fee after 2 reviews \$50.00\*\*\***

# CHEROKEE COUNTY SIGN PERMIT APPLICATION FORM

CONTACTS			
<b>Primary Contact</b>	Name:		
	Email:		Phone:
<b>Owner of Sign</b>	Name:		
	Address:		
	City:	State:	Zip:
	Phone:		
<b>Sign Contractor/ Installer</b>	Name:		
	Address:		
	City:	State:	Zip:
	Phone:		
	Business License #:		
<b>Additional Contractor</b>	Name:		
	Address:		
	City:	State:	Zip:
	Phone:		
	Business License #:		

PROJECT INFORMATION				
Name:				
Job Address:				
City:	State:	Zip:		
Map:	Parcel:	Acreage:	Zoning:	
Overlay District (if applicable):				
Are there any existing signs on this property? (Check):    Y    N				
If so, how many and what kind?				

**Sign Information** (Circle all that apply):

FREESTANDING					
<b>1</b>	TYPE:	NEW	ADDITION	ALTERATION	REPAIR
	Length of copy area:	Height of copy area:		Total square footage:	
	Height of structure:	Double Sided?    Y    N			
	Will Sign be Lighted?    Y    N	Internal or Externally Lit?			
	New Electrical Service Meter?    Y    N	New Electrical Branch Circuit?    Y    N			
	Description:				
<b>2</b>	TYPE:	NEW	ADDITION	ALTERATION	REPAIR
	Length of copy area:	Height of copy area:		Total square footage:	
	Height of structure:	Double Sided?    Y    N			
	Will Sign be Lighted?    Y    N	Internal or Externally Lit?			
	New Electrical Service Meter?    Y    N	New Electrical Branch Circuit?    Y    N			
	Description:				

*\*Connecting the sign to an existing electrical service meter or electrical branch circuit installation will not be considered a new installation. \**

**WALL**

<b>1</b>	TYPE:	NEW	ADDITION	ALTERATION	REPAIR
	Length of copy area:		Height of copy area:		Total square footage:
	Length of building wall sign will be mount to:			Will Sign be Lighted? Y N	
	New Electrical Branch Circuit? Y N		New Electrical Service Meter? Y N		
	Internal or Externally Lit?				
	Description:				
<b>2</b>	TYPE:	NEW	ADDITION	ALTERATION	REPAIR
	Length of copy area:		Height of copy area:		Total square footage:
	Length of building wall sign will be mount to:			Will Sign be Lighted? Y N	
	New Electrical Branch Circuit? Y N		New Electrical Service Meter? Y N		
	Internal or Externally Lit?				
	Description:				

**OTHER**

<b>1</b>	Description:				
	Length of copy area:		Height of copy area:		Total square footage:

• **A sign permit shall become Null and Void if construction of the sign has not begun within a period of two (2) months from the date of issuance and completed within six (6) months from the date of issuance.**

• **Issuance of a sign permit shall in no way prevent Cherokee County from later declaring the sign to be nonconforming or unlawful. All sign(s) shall comply with all Cherokee County Ordinances.**

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of law and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

**PLEASE NOTE: CONTRACTOR IS OBLIGATED TO SCHEDULE FOR INSPECTIONS ON CHEROKEE COUNTY WEB PORTAL. BE SURE TO HAVE YOUR PERMIT NUMBER OR JOB ADDRESS.**

\_\_\_\_\_  
Signature of Sign Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Contractor/Installer

\_\_\_\_\_  
Date

## PROPERTY OWNER'S CERTIFICATION FORM

I, \_\_\_\_\_, give authorization for placement of a sign on my property located at:  
\_\_\_\_\_.

He/she authorizes the person named below to act as applicant in the pursuit of a request for a sign permit.

<b>Sign Owner/Applicant</b>	Name:		
	Address:		
	City:	State:	Zip:

The undersigner(s) below, or as attached, is the owner of the property considered in this application. The undersigner(s) is aware that sign(s) permitted by this application shall be placed upon her/his property. Property owner is also aware that she/he is liable for the sign and sign compliance according to Cherokee County Code of Ordinances.

<b>Property Owner</b>	Name:		
	Address:		
	City:	State:	Zip:
	Signature:		
	Print Name:	Date:	

Sworn to and subscribed before me this: \_\_\_\_\_ day of, 20\_\_\_\_.

Notary Signature: \_\_\_\_\_.

(Notary Seal)

**Electronic Message Display Sign Affidavit:**

Electronic signs shall contain static messages only, and shall not have movement nor flashing on any part of the sign structure, design, or pictorial segment of the sign, nor shall such sign have varying light intensity during the display of any single message. Transitions between messages shall not use frame effects or other methods which result in movement of a displayed image during such transition.

Each individual static message must be displayed for not less than 60 seconds.

Electronic signs on non-residentially zoned property may not operate at brightness levels of more than 0.20-foot candles above ambient light levels (at measurement conditions) as measured at a distance of 125 feet.

If electronic sign is located in the line of sight of a residentially occupied structure on a residentially zoned property, such electronic sign shall not operate at brightness levels of more than 0.1-foot candles above ambient light levels (at measurement conditions) as measured at the nearest portion of such residential structure.

Sign must have a light sensing device that will automatically adjust the brightness of the display as the natural ambient light conditions change due to weather or at sunrise and sunset.

In the course of a complaint, the staff of Cherokee County may request a certification of the brightness (under measurement conditions) by an independent contractor (if such has not been certified within the preceding 12 months). If this investigation and certification indicates that the electronic sign exceeds the brightness levels specified in this Ordinance, the owner of the sign, within 24 hours of a request by the staff of Cherokee County, shall turn off the sign until the brightness of the sign is corrected to comply with this Ordinance at owner’s expense.

The owner of said sign shall provide information for a 24-hour contact that is able to turn off the electronic sign promptly if a malfunction occurs. If, at any time more than 50 percent of the digital display lights malfunction or are no longer working, the owner of said sign shall turn off the electronic display until repairs are made.

No electronic sign shall utilize, house or contain any interactive features or components, or function as an interactive sign.

I agree to meet all requirements for electronic signage as shown above.

\_\_\_\_\_

\_\_\_\_\_

Sign Owner

Date

**24-Hour Contact Information**

**Print Name:** \_\_\_\_\_

**24-Hour Phone Number:** \_\_\_\_\_



1130 Bluffs Parkway  
 Canton, GA 30114  
 P 770-721-7810  
[www.cherokeecountyga.gov](http://www.cherokeecountyga.gov)  
[dsc@cherokeecountyga.gov](mailto:dsc@cherokeecountyga.gov)

SUB-CONTRACTOR AFFIDAVIT										
PROJECT	This form must be completed, notarized and submitted to the Development Service Center prior to obtaining a Rough Inspection. A copy of your current State Trade License must accompany all affidavits. Affidavits must be uploaded to <a href="#">our CityView Portal</a> , on our website. NO FAXES									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;">Job Site Address</td> <td style="width: 30%; padding: 5px; background-color: yellow;">Permit #</td> </tr> <tr> <td style="padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Subdivision</td> <td style="width: 15%; padding: 5px;">Lot#</td> <td style="width: 15%; padding: 5px;">Suite #</td> <td style="width: 25%; padding: 5px;">City</td> <td style="width: 20%; padding: 5px;">Zip Code</td> </tr> </table> </td> <td></td> </tr> </table>	Job Site Address	Permit #	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Subdivision</td> <td style="width: 15%; padding: 5px;">Lot#</td> <td style="width: 15%; padding: 5px;">Suite #</td> <td style="width: 25%; padding: 5px;">City</td> <td style="width: 20%; padding: 5px;">Zip Code</td> </tr> </table>	Subdivision	Lot#	Suite #	City	Zip Code	
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Description of work										
<p><b>This affidavit certifies that I am responsible for the:</b></p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Electrical Class I</td> <td><input type="checkbox"/> Electrical Class II (Unrestricted)</td> <td><input type="checkbox"/> Low Voltage</td> </tr> <tr> <td><input type="checkbox"/> Mechanical / HVAC Class I</td> <td><input type="checkbox"/> Mechanical / HVAC Class II (Unrestricted)</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Plumbing Class I</td> <td><input type="checkbox"/> Plumbing Class II</td> <td><input type="checkbox"/> Gas (to include pools, heated spas and special equipment)</td> </tr> </table>	<input type="checkbox"/> Electrical Class I	<input type="checkbox"/> Electrical Class II (Unrestricted)	<input type="checkbox"/> Low Voltage	<input type="checkbox"/> Mechanical / HVAC Class I	<input type="checkbox"/> Mechanical / HVAC Class II (Unrestricted)		<input type="checkbox"/> Plumbing Class I	<input type="checkbox"/> Plumbing Class II	<input type="checkbox"/> Gas (to include pools, heated spas and special equipment)	
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The submittal of this affidavit is verification that the undersigned is licensed in the State of Georgia for the trade specified above. In the event of any changes in the status or involvement with this permit, the undersigned is responsible for the work until Cherokee County's Building Official has been notified in writing.										
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	<b>Sub-Contractor Name</b> (please print)									
	Email									
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Company Name	Business Phone #									
Company Address										
Company Email										
AUTHORIZED SIGNATURES	<p>I certify that I have and will comply with all codes and ordinances adopted by Cherokee County that pertain to the work specified above. The undersigned, upon oath, states that the above information is true and correct, understands that the permit issued is only for construction as stated and that the occupancy of the structure is not permissible until all requirements are met and a Certificate of Occupancy has been issued by Cherokee County.</p>									
	APPLICANT'S NAME _____									
	APPLICANT'S SIGNATURE _____ DATE _____									
	Sworn to and subscribed before me,									
	This ____ day of _____, 20_.									
SEAL										
<p>_____          (Notary Public – Please notarize with official seal)</p>										