



EST. 1872

# City of Hampton

## SIGN PERMIT APPLICATION

City Hall  
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Hampton, GA 30228

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**MAYOR**  
ANN N. TARPLEY

**MAYOR PRO-TEM**  
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**CITY MANAGER**  
ALEX S. COHILAS

### SIGN PERMIT APPLICATION CHECKLIST

The following information must be either included on the application or submitted along with the application for sign permit approval:

#### SITE LOCATION INFORMATION

The name, address, telephone number and zoning for the business location. (attach site plan or drawing for ground or monument sign)

#### APPLICANT OWNER INFORMATION

The name, address and telephone number of property owner

#### PROPERTY OWNER CONSENT FORM

Written consent of the owner of the building or lot upon which the sign is to be erected (Attached – Must be notarized!)

#### CONTRACTOR INFORMATION

If the sign contractor is used to design and/or install the sign, the name and address of the contractor must be included on the application

#### SIGN INFORMATION

Total Square feet of the building frontage  
Type and dimensions of the proposed and existing signs

Any required setbacks for grounds signs

A written list describing all other signs located on all lot indicating the sign type, size, and placement

Final Plat (Subdivision/Entrance Signs only)

#### COLORED DRAWINGS

Three (3) sets accurately scaled color drawings of the plans, contents, specification, and methods of construction and attachment to the building or the structures, and any other limiting site features.

#### PAYMENT

A check for \$100.00 per sign application

Applicant Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Office Use Only

Processed by: \_\_\_\_\_

Site Location Information

\_\_\_\_\_

Property Owner Information

\_\_\_\_\_

Property Owner Consent Form – Notarized

\_\_\_\_\_

Contractor/Sign Company Information

\_\_\_\_\_

Sign Information

\_\_\_\_\_

Notes

\_\_\_\_\_

Additional Documents Required for Building Department Review

Copy of Business License (Sign Company)

Copy of Driver's License (Sign Company)

Sign Location Information

Name of Business: \_\_\_\_\_
Address: \_\_\_\_\_
City/State/Zip: \_\_\_\_\_
Telephone: \_\_\_\_\_ Ext. \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_
Land Lot(s): \_\_\_\_\_ District: \_\_\_\_\_ Nearest Intersection: \_\_\_\_\_
Parcel ID# (Required): \_\_\_\_\_

Applicant Information

Aname of Property Owner: \_\_\_\_\_
Address: \_\_\_\_\_
City/State/Zip: \_\_\_\_\_
Telephone: \_\_\_\_\_ Ext. \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_
Contact Person: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Sign Contractor Information

Name of Business: \_\_\_\_\_
Address: \_\_\_\_\_
City/State/Zip: \_\_\_\_\_
Telephone: \_\_\_\_\_ Ext.: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_
Business License Number: \_\_\_\_\_

Contractor to stake location of sign for city insperctor to review prior to the commencement of work. Work performed prior to inspection will result in \$500.00 fine per Art. 11-14 – Penalties.

New Sign Information

- Ground Sign, Projecting Sign, Wall Sign, Temporary Sign, Interstate Sign, Roof Sign, Entrance Sign, Window Sign, Awning Sign, Subdivision Sign, Other Type: \_\_\_\_\_

Heigh above grade: \_\_\_\_\_ Material: \_\_\_\_\_
Sign Dimensions: \_\_\_\_\_ Total area per each side of sign: \_\_\_\_\_
Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_
Total square footage of building façade: \_\_\_\_\_ Setback from Right of Way: \_\_\_\_\_
Lettering: \_\_\_\_\_
Electrical requirements – Outlets: \_\_\_\_\_ Lighting: \_\_\_\_\_ Power Connect: \_\_\_\_\_
Estimated Cost of Construction: \_\_\_\_\_

The applicant shall be responsible from the date of this permit, or from the beginning of the first work, whichever shall be the earlier, for all injury or damanage of any kind resulting from this work, whether for the basic services or dadditioanals services to persons or perty, the applicant shall exonerate, indemnify and save harmless the county and it’s employees from and against all claims or actions, and all expenses incidental to the defense of any such claims, litigation, and actions, based upon or arising out of damage or injury (including death) to persons or property caused by or sustained in connection with the performance of this permit or by conditioions created thereby or arising of or in anyway an and all claims, litigations, and actions, buffered through any act or omission of the applicant or any subcontractor, aor anyone directly or indirectly employed under the supervision of any of them.

I hereby certify that I have examined and understand all information on this application and that the avoce statements and information supplied by me are true and correct. All provisions of laws and ordinances governing work to be performed shall be compiled with whether specified herein or not. ACcordign to section 12.2, 6(8/3), all applications shalle be processed within 30 days.

PRINT NAME APPLICANT’S OFFICIAL SIGNATURE CONTACT NUMBER
OFFICE USE ONLY – DO NOT COMPLETE THE FOLLOWING
Permit APPROVED/DENIED by \_\_\_\_\_ Date: \_\_\_\_\_
Building Permit Remarks: \_\_\_\_\_
Permit Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Signature: \_\_\_\_\_
Permit Fee in the amount of: \_\_\_\_\_ Cash/Check# \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_
CITY APPROVAL: \_\_\_\_\_ Date: \_\_\_\_\_

To Whom it May Concern:

I hereby authorize (Sign Company) \_\_\_\_\_ and any of it's agents to obtain all necessary sign permits and documentation needed to complete installation at the following:

Address: \_\_\_\_\_

Parcel ID number(s): \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Address of Property Owner: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

NOTARY

On this day, personally appeared before me \_\_\_\_\_, to me known to be the person(s) described in and who executed the within and foregoing instrument and acknowledged that he/she signed the same as his/her voluntary act and deed, for the uses and purposes therein mentioned.

Witness my hand and official seal hereto affixed this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission Expires: \_\_\_\_\_

SEAL