

CHEROKEE COUNTY SIGN PERMIT APPLICATION

Sign Application Elements

- Complete Application Form
- Sign Plans *(for All Signs)*
Provide a detailed drawing to scale of proposed signage including sign dimensions, overall height, materials, etc.
- Site Plan *(for All Freestanding Signs)*
Provide a site plan drawn to scale, showing the proposed location of all freestanding sign(s) on subject property. The site plan shall include a closed boundary survey of the property, acreage, the proposed sign location, street right-of-way lines, public or private easements, driveway locations, and parking spaces.
- Foundation Design *(for Freestanding Signs)*
Submit a design of the sign foundation showing all dimensions prepared and sealed by a Certified Engineer.
- Wind Pressure Requirements *(for All Freestanding Signs 17 feet or taller)*
Provide wind pressure requirements by a Certified Engineer.
- Building Elevations *(for All Wall Signs)*
Provide a building elevation showing length of wall and proposed location of sign on wall.
- Property Owner's Certification
- Sub-Contractor Affidavit *(for signs with power for interior or exterior illumination)*
Must be signed and notarized by the Licensed Electrician who will be performing the work.

Keys to Application Approval

- 1) Submit a **COMPLETE** application with all required elements outlined above.
- 2) Provide clear, current, and easy to read documents.
- 3) All documents must be on 8 ½ X 11 inches or 11 X 17-inch paper. Large format plans and drawings will not be accepted.

Application Approval Process



Sign Permit Fee Schedule

Sign Size	Fee
Commercial/Industrial Zoning District <i>(Wall and Freestanding Signs)</i>	
1 sqft to 50 sqft	\$50.00
51 sqft to 100 sqft	\$100.00
101 sqft to 150 sqft	\$200.00
151 sqft and larger	\$300.00
Agricultural/Residential Zoning District <i>(Freestanding Only)</i>	
Property = 3 acres or less (4 sqft of copy area, 8 ft. in height)	\$100.00
Property = More than 3 acres (32 sqft of copy area, 8 ft. in height)	\$200.00
Subdivision Monuments <i>(1 sqft to 50 sqft)</i>	\$50.00
Electrical Permit <i>(if required)</i>	\$50.00
Double- Faced Signs <i>(charge for sqft of second side)</i>	\$0.75 per sqft

CHEROKEE COUNTY SIGN PERMIT APPLICATION

*****For Office Use Only*****

PERMIT NUMBER: _____ PERMIT FEE: _____
Approved by Planning & Zoning: _____ Date: _____
FS Sign Address Required: Y () N ()
If Yes, Address Assigned: _____

Contact: _____ Phone: _____
E-Mail: _____

Project Name: _____

Job Address _____ City _____ Zip _____

Map _____ Parcel _____ Acreage _____ Zoning _____

Overlay District (if applicable): _____

Sign Contractor _____ Phone _____
Address _____ City _____ Zip _____
Business License #: _____

Class of Work: New _____ Addition _____ Alteration _____ Repair _____

Are there any existing signs on this property? Y ___ N ___

If so, how many and what kind? _____

Describe Proposed Signage _____

Electrical? Y ___ N ___ Power Company Name _____

Freestanding (1) Length of copy area _____ Height of copy area _____
Total square footage of copy area _____
Height of structure _____ Double Sided? Y ___ N ___

Freestanding (2) Length of copy area _____ Height of copy area _____
Total square footage of copy area _____
Height of structure _____ Double Sided? Y ___ N ___

Wall (1) Length of copy area _____ Height of copy area _____
Total square footage of copy area _____
Length of wall area sign will be mounted to _____ (1 sq. ft. per linear foot)

Wall (2) Length of copy area _____ Height of copy area _____
Total square footage of copy area _____
Length of wall area sign will be mounted to _____ (1 sq. ft. per linear foot)

Other Type _____
Length of copy area _____ Height of copy area _____
Total square footage of copy area _____

Owner of Sign _____ Phone _____

Address _____ City _____ Zip _____

Contractor _____ Phone _____

Address _____ City _____ Zip _____

Sign Permit Fee (Fee schedule attached) \$ _____

Electrical Sign (If required) \$ _____

Total Fee: \$ _____

- 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 with further review of available information, the sign is found not to comply with the requirements of this Ordinance.

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 compiled 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

Date

PROPERTY OWNER'S CERTIFICATION

**To: Cherokee County Department of Planning and Zoning
1130 Bluffs Parkway
Canton, GA 30114
678-493-6104**

This is to give authorization for placement of a sign on my property located at:

_____.

I understand that only one (1) freestanding sign is allowed per parcel of land or two (2) freestanding signs are allowed where two road frontages exist.

Tax Assessor's Map No. _____ Parcel No. _____

Owner of Property (please print)

Owner of Sign/Applicant (please print)

Street Address (please print)

Street Address (please print)

City, State, Zip (please print)

City, State, Zip (please print)

PROPERTY OWNER'S SIGNATURE

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.

Signature of Owner **Date**

Typed or Printed Name and Title

Signature of Notary Public **Date**
Seal



1130 Bluffs Parkway
 Canton, GA 30114
 P 770-721-7810
www.cherokeega.com
dsc@cherokeega.com

SUB-CONTRACTOR AFFIDAVIT									
PROJECT	<p>This form must be completed, notarized and submitted to the Development Service Center prior to obtaining a Certificate of Occupancy. A copy of your current State Trade License must accompany all affidavits. Affidavits may be emailed to dsc@cherokeega.com, Please no faxes.</p>								
	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">Job Site Address</td> <td style="width: 30%; background-color: yellow;">Permit #</td> </tr> <tr> <td>Subdivision</td> <td>Lot#</td> </tr> <tr> <td>Suite #</td> <td>City</td> </tr> <tr> <td colspan="2" style="text-align: right;">Zip Code</td> </tr> </table>	Job Site Address	Permit #	Subdivision	Lot#	Suite #	City	Zip Code	
	Job Site Address	Permit #							
	Subdivision	Lot#							
	Suite #	City							
Zip Code									
Description of work									
<p>This affidavit certifies that I am responsible for the:</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Electrical Class I</td> <td><input type="checkbox"/> Electrical Class II (Unrestricted)</td> </tr> <tr> <td><input type="checkbox"/> Mechanical / HVAC Class I</td> <td><input type="checkbox"/> Mechanical / HVAC Class II (Unrestricted)</td> </tr> <tr> <td><input type="checkbox"/> Plumbing Class I <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"/> 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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<p>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.</p>									
CONTACT INFORMATION	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">General Contractor</td> <td style="width: 30%;">Phone #</td> </tr> </table>	General Contractor	Phone #						
	General Contractor	Phone #							
	Sub-Contractor Name (please print)								
	Email								
	State License Number	Expiration Date							
	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>								
	<p>APPLICANT'S NAME _____</p> <p>APPLICANT'S SIGNATURE _____ DATE _____</p>								
	<p>Sworn to and subscribed before me,</p> <p>This ____ day of _____, 20____.</p>								
	<p style="text-align: right;">SEAL</p> <p>_____ (Notary Public – Please notarize with official seal)</p>								