



**APPLICATION FOR SIGN PERMIT  
CITY OF GLENNVILLE  
134 S. VETERANS BOULEVARD  
GLENNVILLE, GA 30427**



**Date:** \_\_\_\_\_ **Permit Number:** \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

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

**Contractor:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **License Number:** \_\_\_\_\_

**Liability Insurance:** \_\_\_\_ Yes \_\_\_\_ No **Policy Number:** \_\_\_\_\_

**Job Site Address:** \_\_\_\_\_  
\_\_\_\_\_

**Type of Sign:**

- \_\_\_\_\_ Identification
- \_\_\_\_\_ Identification, Wall Mounted
- \_\_\_\_\_ Mobile / Temporary
- \_\_\_\_\_ Directional (entrance/exit)
- \_\_\_\_\_ Electronic

**Sign Characteristics:**

- Off Premise?** \_\_\_\_ Yes \_\_\_\_ No
- Illumination?** \_\_\_\_ Yes \_\_\_\_ No
- Set Back from Right-of-way** \_\_\_\_\_
- Space between ground/sign** \_\_\_\_\_
- Total Area of Sign** \_\_\_\_\_

**Detail description of work to be done:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attach the following items:**

1. Scaled construction plans and specifications that demonstrate the method of construction.
2. Scaled site plan showing the location of ground signs to be erected, which shall include adjoining streets, location of existing and proposed building, and signs, right-of-way, north arrow and scale.
3. Proof of liability insurance: Minimum \$50,000 property damage, \$100,000 personal injury for any one person / \$200,000 for any one occurrence.
4. A filing fee payable to the City of Glennville, according to schedule on reverse side of page.

**FEE CALCULATION:**

Valuation of Work Structure ..... \$ \_\_\_\_\_

**Fee Schedule:**

1% of total value of sign(s) ..... \$ \_\_\_\_\_

Minimum cost ..... \$ **25.00**

Temporary/mobile ..... \$ **10.00**

Total ..... \$ \_\_\_\_\_

**NOTICE TO APPLICANTS:**

**This permit becomes null and void if work or construction authorized is not commenced within six months, or if construction is suspended or abandoned for a period of six months at any time after work is commenced.**

**I hereby 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. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or performance of construction.**

\_\_\_\_\_  
**Signature of Contractor or Authorized Agent**

\_\_\_\_\_  
**Date**

**APPROVAL:**

\_\_\_\_\_  
**Code Enforcement Officer or Authorized Agent**

\_\_\_\_\_  
**Date**