



## CITY OF ADAIRSVILLE SIGN PERMIT

Business Name: \_\_\_\_\_

Business Location: \_\_\_\_\_

Business Owner's Name & Address: \_\_\_\_\_

Sign Contractor's Name & Address: \_\_\_\_\_

Sign Contractor's Phone #: \_\_\_\_\_

Sign Type: ☐ Freestanding ☐ Wall ☐ Billboard

Description of Sign(s): \_\_\_\_\_

**A COPY OF THE SIGN CONTRACTOR'S OCCUPATIONAL TAX CERTIFICATE (BUSINESS LICENSE) MUST BE PRESENTED BEFORE A PERMIT CAN BE ISSUED. A SITE DRAWING OF THE PROPERTY SHOWING THE LOCATION OF PROPOSED SIGNS, EXISTING SIGNS, AND DIMENSIONS AND HEIGHT OF PROPOSED SIGNS MUST BE SUBMITTED BEFORE PERMITTING. THIS PERMIT SHALL NOT BE VALID UNLESS SIGNED BELOW BY AN AUTHORIZED CITY OFFICIAL.**

**NEW BILLBOARD: FEE OF \$2,000.00 MUST BE RECEIVED PRIOR TO APPROVAL. AN ANNUAL RENEWAL FEE OF \$1,000.00 SHALL ALSO APPLY THEREAFTER. RENEWAL FEES ARE BASED ON FISCAL CALENDAR YEAR OF JANUARY 1 THRU DECEMBER 31.**

\_\_\_\_\_  
(APPLICANT'S NAME)

\_\_\_\_\_  
(APPLICANT'S SIGNATURE)

## **Checklist for Sign Permit**

***(To be completed by City staff)***

\$25.00 Sign Permit Fee Paid? Yes ☐ No ☐

Application #: \_\_\_\_\_

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

Zoning District: \_\_\_\_\_

Is property within DDA boundary? Yes ☐ No ☐  
(If yes, refer to DDA section)

Is the property within the Adairsville Historic Business District? Yes ☐ No ☐  
(If yes, refer to AHBD section)

A COPY OF THE SIGN CONTRACTOR'S OCCUPATIONAL TAX CERTIFICATE (BUSINESS LICENSE):  
Yes ☐ No ☐

A SITE DRAWING OF THE PROPERTY SHOWING THE LOCATION OF PROPOSED SIGNS, EXISTING  
SIGNS, AND DIMENSIONS AND HEIGHT OF PROPOSED SIGNS MUST BE SUBMITTED BEFORE  
PERMITTING: Yes ☐ No ☐

Height requirements met? Yes ☐ No ☐

Setbacks requirements met? Yes ☐ No ☐

Number of signs on property: \_\_\_\_\_

Is sign(s) Illumination? Yes ☐ No ☐

Completed by City of Adairsville/Community Development:

Permit #: \_\_\_\_\_

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

Fee Amount: \_\_\_\_\_

Application & Fee Received By: \_\_\_\_\_

Approved By: \_\_\_\_\_