



EST. 1872

City of Hampton

SIGN PERMIT APPLICATION

City Hall
17 East Main Street South
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Hampton, GA 30228

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MAYOR
ANN N. TARPLEY

MAYOR PRO-TEM
MARTY MEEKS

CITY COUNCIL
SHEILA BARLOW
HENRY BYRD
DEVLIN CLEVELAND
MARY ANN MITCHAM
WILLIE TURNER

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

Name 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
Interestate 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 damage of any kind resulting from this work, whether for the basic services or additional services to persons or property, the applicant shall exonerate, indemnify and save harmless the county and its 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 conditions 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, or 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 above 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. According to section 12.2, 6(8/3), all applications shall 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