



SIGN PERMIT APPLICATION

Code Enforcement Office
700 Watson Blvd (Mail)
Warner Robins, GA 31099-1488
478-302-5509, Fax: 478-302-5627

Applications will **NOT** be reviewed without the following **Required Documents:**

Not for Banners or Temporary Signs

****SIGN PERMIT FEE \$100****

1. Written permission of the property owner
2. A copy of the business license of the company erecting the sign
3. Site drawing showing where you plan to put the sign, the distance from the nearest point of the sign to any easements and/or rights-of-way, showing the location of sidewalls, driveways, curbing and any existing buildings or structures.
4. Drawing of each sign requested showing the overall square footage, overall height and distance from the bottom of the sign to the top of the grade. Elevation drawings of your portion of the building front façade (height and width) and any secondary signage & dimensions.
5. On pole stanchion and monument signs, a footing/foundation detail is required. This will be submitted with the application. An inspection is required on all footings/foundations.

PART ONE: BUSINESS INFORMATION:

Business / Subdivision Name : _____ Phone _____

Business Complete Address: _____

PART TWO: PROPERTY OWNER INFORMATION:

Property Owner _____

Address: _____

City: _____ State _____ Zip _____

PART THREE: SIGN COMPANY ERECTING THE SIGN:

Sign Company: _____ Phone: _____

Address: _____

City: _____ State _____ Zip _____

PART FOUR: ELECTRICAL CONTRACTOR:

Is there electrical work involved in this signage: (Circle One) Yes or No

Name of Electrician _____ Phone # _____

Address: _____

City: _____ State _____ Zip _____

BUILDING INFORMATION: Square Footage of Enclosed Space: _____

*Are there any **Existing** Sign(s) located on property? Yes or NO If YES, please explain what will happen to the existing sign. _____

	Sign Type	Sign Dimensions per Side	Height Above Grade	Ground Sign Setback from ROW
Proposed Signage #1	☐ Freestanding Sign ☐ Wall Sign ☐ Awning/Canopy Sign ☐ Panel Sign	(w) _____ x (h) _____ Sq ft: _____		
Façade Dimensions of proposed sign location: Height _____ x Width _____ Sq Ft _____				

	Sign Type	Sign Dimensions per Side	Height Above Grade	Ground Sign Setback from ROW
Proposed Signage #2	☐ Freestanding Sign ☐ Wall Sign ☐ Awning/Canopy Sign ☐ Panel Sign	(w) _____ x (h) _____ Sq ft: _____		
Façade Dimensions of proposed sign location: Height _____ x Width _____ Sq Ft _____				

	Sign Type	Sign Dimensions per Side	Height Above Grade	Ground Sign Setback from ROW
Proposed Signage #3	☐ Freestanding Sign ☐ Wall Sign ☐ Awning/Canopy Sign ☐ Panel Sign	(w) _____ x (h) _____ Sq ft: _____		
Façade Dimensions of proposed sign location: Height _____ x Width _____ Sq Ft _____				

	Sign Type	Sign Dimensions per Side	Height Above Grade	Ground Sign Setback from ROW
Proposed Signage #4	☐ Freestanding Sign ☐ Wall Sign ☐ Awning/Canopy Sign ☐ Panel Sign	(w) _____ x (h) _____ Sq ft: _____		
Façade Dimensions of proposed sign location: Height _____ x Width _____ Sq Ft _____				

Applicant Signature: I hereby certify that there are no existing signs except those indicated on this application or that any sign(s) required for removal will be removed before any new sign(s) are installed. I hereby certify that all information provided is true and correct and I agree to comply with the City of Warner Robins Sign Ordinance.

_____ Date: _____

Applicant Signature

STAFF ONLY			
Approved by:		Denied by:	
		Date	
Permit No:		Fee paid:	
Notes:			

