



2300 Buford Highway • Buford, Georgia • 30518 • (770) 945-6761 • FAX (770) 932-7976

APPLICATION DATE \_\_\_\_\_

DISTRICT \_\_\_\_\_ LANDLOT \_\_\_\_\_ ZONING \_\_\_\_\_

## ADDRESS OF SIGN LOCATION \_\_\_\_\_

**BUSINESS NAME** \_\_\_\_\_

BUSINESS OWNER NAME \_\_\_\_\_

BUSINESS OWNER ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

**SIGN CONTRACTOR (COMPANY)** \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

## BUILDING/LAND OWNER NAME \_\_\_\_\_

**BUILDING/LAND OWNER ADDRESS** \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

☐ NEW    ☐ REPAIR    ☐ ALTER    ☐ ILLUMINATED    ☐ POLE    ☐ MONUMENT    ☐ CANOPY    ☐ TEMPORARY    ☐ WINDOW    ☐ WALL

☐ ELECTRONIC SIGN    ☐ FACE REPLACEMENT    ☐ 30 DAYS  
☐ SINGLE FACE    ☐ DOUBLE FACE (ILLUMINATED SIGNS MUST COMPLY WITH THE CITY SIGN ORDINANCE)    ☐ 60 DAYS

☐ 90 DAYS

OVERALL DIMENSIONS OF COPY AREA \_\_\_\_\_ (ATTACH SKETCH WITH DIMENSIONS) \_\_\_\_\_ SIGN SQ. FT. \_\_\_\_\_

HEIGHT OF GROUND SIGN FROM GRADE TO BOTTOM OF SIGN \_\_\_\_\_ TOP OF SIGN \_\_\_\_\_ SIGN SET BACK FROM RIGHT OF WAY \_\_\_\_\_ FT.

- ATTACH SITE PLAN DRAWN TO SCALE SHOWING SIGN LOCATION AND SETBACK FROM RIGHT-OF-WAY
- ALL SIGN STRUCTURES OF MORE THAN 32 SQ. FT MUST HAVE STRUCTURAL ENGINEER SEAL ON PLANS AND FOOTINGS MUST BE ENGINEER DESIGNED WITH SEAL
- WALL SIGNS FOR INDIVIDUAL BUSINESS ON INDIVIDUAL LOT CANNOT EXCEED 5% OF WALL
- ALL SIGN STRUCTURES AND PLACEMENT MUST MEET THE CITY OF BUFORD SIGN ORDINANCE AND STANDARD BUILDING CODE REQUIREMENTS FOR SIGNS. ANY ERROR MADE BY CITY OF BUFORD STAFF IN THE PROCESS OF ISSUING THIS PERMIT OR INSPECTION OF SIGN DOES NOT RELIEVE THE APPLICANT OF COMPLYING WITH ALL APPLICABLE CODES AND ORDINANCES.
- ATTACH WALL ELEVATION MEASUREMENTS (height x width)

## MANAGING PARTNER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**BUSINESS OWNER SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

[illegible]

APPLICATION APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_

APPLICATION REJECTED BY \_\_\_\_\_ DATE \_\_\_\_\_

FOR THE FOLLOWING REASON(S) \_\_\_\_\_

## **Instruction for Banner Permits**

- \*Please submit this application along with a picture of the banner planned for display and its dimensions.
- \*Banner shall be no larger than 32 square feet in size.
- \*Banner shall be affixed to the front, side or rear elevation of the building.
- \*Please submit a complete banner packet to the city for review.  
[RCunningham@cityofbuford.com](mailto:RCunningham@cityofbuford.com)
- \*Once the packet has been reviewed an email will be sent of approval or comments.
- \*The cost of banner permit is \$25.00.

**Please note permit for banner CANNOT be issued until the occupational tax (business license) has been issued from the city.**