



come to morrow  
MORROW, GEORGIA

## Community Development Department

### How To Obtain A Sign Permit For...

1500 Morrow Rd. Morrow, GA 30260 678.902.0924 (T) 770.960.3002 (F)

#### **Wall & Window Signs**

##### **Application/Fees/Review:**

- Submit [Sign Permit Application](#) to the Community Development Department to include
    - Three (3) colored professional renderings of existing and proposed wall sign(s) on 8 ½"x 11" sized paper
      - Wall signs must consist of individual channel letters, LED illuminated or power strips
      - Must include the height and length (square footage) of the wall face
      - Materials the sign is made of
      - Must show how the sign will be securely attached/affixed to the building
      - Window signs must not exceed 25% of the window area of the building
    - Signed letter from the property owner or landlord authorizing the contractor to
      - Install the sign, and
      - Pick up the sign permit
    - Copy of the Contractor's local Business License & Driver's License
  - Fees: \$150.00
  - Review: 10-15 days (without required changes)
  - Once approved, a Sign Permit will be issued by the Community Development department
- Inspections:** Once the wall sign is installed, you should contact the Community Development department to set up a sign inspection.

#### **Permanent Freestanding/Monument Signs:**

##### **Application/Fees/Review:**

- Submit [Sign Permit Application](#) to the Community Development Department to include
    - Three (3) colored professional renderings of the existing and proposed ground sign(s) on 8 ½"x 11" sized paper
      - Include height above grade
      - Height x length (square footage) of the sign area
      - Provide footings detail
      - Materials the sign is made of
      - Site Plan showing the distance from the right-of-way and distance from other ground signs
    - Signed letter from the property owner or landlord authorizing the contractor to
      - Install the sign, and
      - Pick up the sign permit
    - Copy of the Contractor's local Business License & Driver's License
  - Fees:
    - \$130.00 – 0-90 square feet
    - \$260.00 -- 91-150 square feet
    - \$365 .00 -- 151 – 200 square feet
  - Review: 10-15 days (without required changes)
  - Once approved, a Sign Permit will be issued by Community Development department
- Inspections:** Once the ground sign is installed, you should contact the Community Development department to set up a sign inspection with the Building Inspector.



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#### **Temporary/Vacant Property or 60-day Banner Signs:**

##### **Application/Fees/Review:**

- Submit [Sign Permit Application](#) to the Community Development department to include
    - Three (3) colored professional renderings of the existing and proposed ground sign(s) on 8 ½" x 11" sized paper
      - Include height above grade
      - Height x length (square footage) of the sign area
      - Provide footings detail
      - Materials the sign is made of
      - Site Plan showing the distance from the right-of-way and the distance from other ground signs
    - Signed letter from the property owner or landlord authorizing the contractor to:
      - Install the sign, and
      - Pick up the sign permit
    - Copy of the Contractor's local Business License & Driver's License
  - Fees: No Fee Is Required
  - Review: 7-10 days (without required changes)
  - Once approved, a Sign Permit will be issued by Community Development department
- Inspections:** Once the ground sign is installed, you should contact the Community Development department to set up a sign inspection with the Building Inspector.

#### **Sign Removal:**

##### **Application/Fees/Review:**

- Submit [Sign Permit Application](#) to the Community Development department to include
    - Three (3) colored professional renderings of the proposed signs to be removed on 8 ½" x 11" sized paper
      - Wall signs must have all electrical wiring capped and unexposed within the wall face of the building, showing a clean, smooth finish
      - Ground signs must be replaced with blank panels
    - Signed letter from the property owner or landlord authorizing the contractor to:
      - Remove all proposed signs, and
      - Pick up the sign permit
    - Copy of the Contractor's local Business License & Driver's License
  - Fees: No Fee Is Required
  - 5-7 day review period (without required changes)
  - Once approved, a Sign Permit will be issued by Community Development department
- Inspections:** Once signs have been removed, you should contact the Community Development department to set up a sign inspection.



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### **Ground Sign Panel Replacement (without electrical connection):**

#### **Application/Fees/Review:**

- Submit [Sign Permit Application](#) to the Community Development department to include
    - Three (3) colored professional renderings of the existing and proposed window or ground sign(s) on 8 ½" x 11" sized paper
      - Ground signs must include the height above grade
        - Height x length (square footage) of the sign area
        - Lettering and symbols must be embossed, will pan molded background
        - Materials the sign is made of
        - Site Plan showing the distance from the right-of-way and the distance from other ground signs
    - Signed letter from the property owner or landlord authorizing the contractor to:
      - Install the sign, and
      - Pick up the sign permit
    - Copy of the Contractor's local Business License & Driver's License
  - Fees: \$100
  - 10-15 day review period (without required changes)
  - Once approved, a Sign Permit will be issued by Community Development department
- Inspections:** Once the ground sign is installed, you should contact the Community Development department to set up a sign inspection.

### **Temporary Grand Openings/Special Promotion Signs (10-day maximum):**

#### **Application/Fees/Review:**

- Submit [Temporary Grand Opening/Special Promotions Sign Permit Application](#) to the Community Development department to include
    - Three (3) colored professional renderings of the existing and proposed ground sign(s) on 8 ½" x 11" sized paper
      - Include height above grade
      - Height x length (square footage) of the sign area
      - Specify timeframe of the promotion
      - Site Plan showing the distance from the right-of-way and the distance from other ground signs
  - No Fee Is Required
  - Review: 2-3 days (without required changes)
  - Once approved, a Sign Permit will be issued by Community Development department
- Inspections:** Once the temporary/promotional sign is installed, you should contact the Community Development department to set up a sign inspection.