



established 1823  
**CLARKESVILLE**  
— We Call it Home. —

## **Sign Permit Application Requirements & Process**

**Signs erected prior to obtaining a permit shall be charged a 100% penalty of the permit fee and may be subject to removal by the owner or building official. No exceptions.**

The following information **MUST** be included with the sign permit application:

- a) Ownership information
- b) Sign company information
- c) Type of material(s) used to construct sign along with colors.
- d) Accurate sign measurements

Professional drawings are highly suggested, and **shall be required for signs located in any of the Clarkesville Preservation Districts.**

### **Sign Permitting Process:**

Sign requests shall go before the Planning Commission, which meet on the second (2<sup>nd</sup>) Tuesday of each month.

Note: All signage requesting Mainstreet grant funds must be approved by the Planning Commission.

City of Clarkesville  
P.O. Box 21  
Clarkesville, GA 30523

Tel: 706-754-4216  
Fax: 706-754-9316

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

**P**

Permanent Sign

Application And Permit To Erect, Install and Display Sign(s)	
Applicant Name:	Telephone:
Applicant Address:	City, State, Zip:
Business Name:	Business Address:
Contact Name and Telephone:	Cell:
Sign Company Used:	

### **Sign Permit Regulations**

Article VIII, Section 805 of the Code of the City of Clarkesville requires that an application for a permit to erect, construct, enlarge, move or convert signs shall be made to the Zoning Administrator upon forms furnished by him. Such application shall include information such as, ownership information, location construction cost, scaled site plans and elevation drawings, structural details and other necessary information to insure compliance with the provisions of these regulations and all applicable codes. **Signs erected prior to obtaining a permit shall be charged a 100% penalty of the permit fee.**

**Signs and Sign Devices Prohibited:** Abandoned, animated, signs over or on public property, internally illuminated, off-site (i.e. billboards), roof, painted or attached to natural features and attached or painted on vehicles parked adjacent to and visible from a street for the sole purpose of advertising onto said street. Public purposes are exempt.

Please provide a sketch with measurements of the location, elevation and size of the sign(s):

**Professional drawings are required for signs located in any of the Clarkesville Preservation Districts.**

☐ Attached specifications and drawings

NO FREESTANDING SIGN SHALL EXCEED TEN FEET (10') ABOVE GRADE			
Site Plan: Y/N	Elevation Plan: Y/N	Materials Specs: Y/N	Sq Ft. _____
Applicant Signature:			Date:
Action Taken:			Date:
Zoning Administrator:			Date:
City Clerk:	Amt:	By:	Date: