



CRISP COUNTY

BUILDING CODES * ZONING * PLANNING

Crisp County Government Center *Suite 205* Cordele, Georgia 31015. OFFICE# 229-276-2640
plandept@crispcounty.com jmump@crispcounty.com mdunnavant@crispcounty.com

SIGN PERMIT APPLICATION

Applications for a sign permit shall comply with the *Sign Regulations of Crisp County* and the review criteria prior to the issuance of a sign permit. The *Sign Regulations* can be found online at www.crispcounty.com in the Crisp County Land Development Code. Listed below are the procedures for the issuance of a sign permit.

APPLICATION CHECKLIST

For the application to be complete, the following items **must** be included:

Completed application, including a signed affidavit by either the applicant or sign contractor.

Parcel Information Sheet

Signage Plan: Please submit either a standard 24"x 36" signage plan prepared by a professional architect or engineer, or a sketch drawn to scale.

The plan shall consist of the following components:

1. Location of the property lines and adjacent right of ways;
2. Location of wetlands, streams, or other unique natural characteristics;
3. Existing and proposed structures, including dimensions and elevations;
4. Proposed landscape features; and
5. Location, dimension, height, and characteristics of proposed signs.

Prints or drawings of the proposed sign, along with structural details for construction and attachment should also be included.

Plan Review Sheet with Sub-Contractors Information

Signs over 10 feet in height should submit a wind load resistance plan.

Step 4: Planning & Zoning will review the application for completeness. Within 5 working days, the applicant will be notified as to whether the application is complete.

Step 5: Completed applications will be reviewed for compliance with the sign ordinance. If the ordinance is in compliance, a permit will be issued. An application that does not comply will be returned to the applicant for revision and resubmission.

Step 6: Schedule appropriate sign inspections:

Free standing signs and billboards: A footing inspection shall be requested from building inspector at (229) 276-2640 **before** any concrete is poured.

For any ***illuminated sign***, and electrical inspection shall be requested from building inspector at (229) 276-2640



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Part I- Applicant Information

Sign Owner/Applicant: _____ **Phone:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Property Owner (if different from applicant): _____ **Phone:** _____

Sign Company/Contractor: _____

License Number: _____ **Phone:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Date Received: _____



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Part II- Sign Information

Sign Location/Address: _____

Tax Map #: _____ Parcel #: _____ Land Lot #: _____ District #: _____ Parcel Size: _____

Location:	Type:	What types of signs are currently on premises?
On-Premise	Wall Sign	
Residential	Free Standing Sign	
Commercial 2-lane Highway	Monument	
Commercial 4-lane Highway	Post and Arm/Pole	
I-75	Permanent Marquee	
Off-Premise	Projecting Sign	
Residential	Awning	
Commercial	Off-Premise Directional	
Industrial	Billboard (C and I only)	
I-75		

Part III- Building Information

Is the signage for a newly constructed building ? Yes No Date Filed: Building Permit #:	Lighting of Signage: Internal: External: No Illumination: Hours of Illumination:	If you plan to illuminate your sign, you must provide: Certificate of illumination compliance by a licensed engineer (in application packet) Schedule an electrical inspection.
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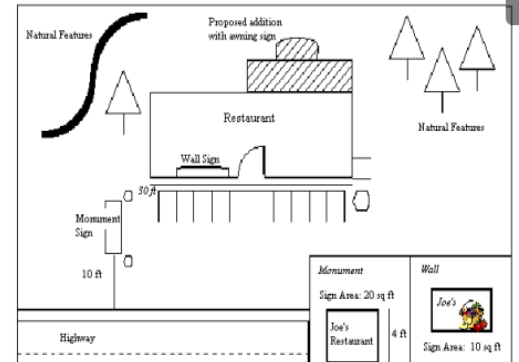
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Part IV- Design Information

Please Note: Applicants should submit either a 24" x 36" site plan prepared by a professional architect, landscape architect, or engineer **OR** draw a detailed sketch of their proposed signage plan in the space below.

Signage Plan Sketch Please include the following items for consideration:

- ☐ Location of property lines and adjacent right of ways
- ☐ Location of wetlands, streams, and other unique natural features
- ☐ Existing and proposed structures, including dimensions and elevations
- ☐ Proposed landscape features
- ☐ Location, dimensions, height, and characteristics of proposed signs



Sketch of Property

Proposed Materials:	Proposed Colors:	Height _____ (in feet)
Wood		Surface Area (including frame)
Metal	<i>Is the sign located along a scenic route or vista?</i>	_____ (in square footage)
Plastic	YES	
Other:	NO	



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AFFIDAVIT FOR A SIGN PERMIT

_____, [PRINT NAME] personally appeared before me, the undersigned officer, duly authorized to administer oaths in the State of Georgia and, having been duly sworn, sets forth the following statements for the purpose of being granted approval for a **Sign Permit** under the ordinances of Crisp County.

The information contained within the application attached hereto and filed with the Crisp County Planning, Zoning & Permits department consist of facts within my personal knowledge that I know are true and correct, and will be relied upon by officials of Crisp County in making a decision whether to issue this Application, License, Permit, or other Department approval.

On behalf of the Applicant, I declare that the Applicant, regardless if a partnership, corporation, or other organization or entity that is receiving a benefit under this Application, License, Permit, or other Department approval (whichever is applicable) is not delinquent in the payment of any taxes or fees due Crisp County.

FURTHER AFFIANT SAYETH NOT.

I declare under penalty of false swearing that the above is true and correct.

This _____ day of _____, _____.

AFFIANT (signature)

Personal Address:

If Affiant is authorized to sign on behalf of a partnership, corporation, or other organization or entity, please set forth the entity and address.

Entity: .

Address:

Notary

Sworn to and subscribed before me on this
_____ day of _____, _____.

Signature: _____

My Commission Expires: _____

**AFFIX SEAL
HERE**



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SIGNAGE PLAN REVIEW SHEET

APPLICANT (Please fill out the top portion of the Plan Review Sheet)

Date Received:

of Plans:

Owner:

Phone #:

Builder:

Phone #:

Subdivision:

Lot #:

Address:

City:

State:

Zip:

Cost of Construction of Sign(s): \$

ADMINISTRATIVE USE ONLY

Approved

Approved as Noted

Not Approved

Preliminary

Final

Resubmit with changes

Plans reviewed for Code Compliance by:

Total Square Footage:

Valuation: \$

Date Completed:



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SUBCONTRACTOR AFFIDAVIT FOR A SIGN PERMIT

NOTICE: *This form must be completed, signed (with original signatures) and submitted before any permits will be issued.*

Project Address: _____

Owner's Name: _____ Phone: _____

Contractor Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Master's Name: _____ State Card: _____

Signature: _____ OTC License: _____

Electrical Company: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Master's Name: _____ State Card: _____

Signature: _____ OTC License: _____

NOTE: A NEW AFFIDAVIT MUST BE FILED IF ANY CHANGE IN SUBCONTRACTORS ARE MADE DURING CONSTRUCTION



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CERTIFICATE OF ILLUMINATION COMPLIANCE

Sign Permit #: _____

PLEASE NOTE: To be completed by a certified electrician and *attached to the permit request*, mailed or faxed to the address below:
Crisp County Planning, Zoning & Permits, 210 South 7th Street, Cordele, Ga. 31015, Phone: (229) 276-2640, Fax: (229) 276-2608

Today's Date: _____

Building Permit #: _____ Lot #: _____

Job Site Address: _____

City: _____ State: _____ Zip: _____

Contractor: _____

County Name & Business License #: _____

Company Name: _____

Company Street Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____

Please check below the type of license you hold and are using for this particular job:

Electrical Contractor Class I (Restricted to Single-Phase, Not Exceeding 200 AMPS)

Electrical Contractor Class II (Unrestricted)

By his/her signature, the contractor affirms that the illumination of the sign constructed on the property listed above will comply with the *Code of Ordinances for Crisp County, Georgia: Sign Regulations*. Further, the contractor agrees to report accurately the total amount of lumen produced by the signage before the approval of the final electrical permit. In the ordinance, free-standing signs shall be limited to 12,000 lumen, and outdoor advertising signs shall require down-lighting and be limited 20,000 lumens.

In the event of any changes in my status on this installation, I understand that I will be held responsible for this job until Planning & Zoning has been notified, in writing, of any change.

Signature: _____

Print Name: _____

Date: _____

**AFFIX SEAL
HERE**



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CERTIFICATE OF WIND LOAD RESISTANCE

PLEASE NOTE: To be completed by a certified electrician and *attached to the permit request*, mailed or faxed to the address below:
Crisp County Planning, Zoning & Permits, 210 South 7th Street, Cordele, Ga. 31015, Phone: (229) 276-2640, Fax: (229) 276-2608

Today's Date: _____

Building Permit #: _____ Lot #: _____

Job Site Address: _____

City: _____ State: _____ Zip: _____

Engineer: _____

County Name & Business License #: _____

Company Name: _____

Company Street Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____

By his/her signature, the engineer affirms that the sign structure of 10 feet in height, located at the address, above will withstand wind speeds of 90 miles per hour.

Signature: _____

Print Name: _____

Date: _____

**AFFIX SEAL
HERE**