

City of Port Wentworth

7224 Highway 21, Port Wentworth, Georgia 31407 (912) 999-2084

**SIGN PERMIT APPLICATION**

Date: \_\_\_\_\_ Estimated Total Value of Sign(s)\*: \_\_\_\_\_ Permit No: \_\_\_\_\_

\* "Value" shall include the cost of construction of the sign and structure, plus the cost of materials, including the cost of the structure of the sign.

Address of Building : \_\_\_\_\_

PIN #: \_\_\_\_\_ Parcel Size: \_\_\_\_\_ Zoning: \_\_\_\_\_

Have all requirements of the zoning district been complied with? **YES** **NO** (MUST CIRCLE ONE)

Please list ANY other signs currently on the property: \_\_\_\_\_

**TYPE OF SIGN:**

Wall: \_\_\_\_\_ Monument: \_\_\_\_\_ Free Standing: \_\_\_\_\_ Billboard: \_\_\_\_\_ Other: \_\_\_\_\_

Will the sign(s) be illuminated: \_\_\_\_\_

Height: \_\_\_\_\_ Shape: \_\_\_\_\_ Total # Signs: \_\_\_\_\_

Sq. Ft of EACH Sign: \_\_\_\_\_ Total Sq. Ft. of ALL Signs: \_\_\_\_\_

Explanation of how sign will be mounted or erected: \_\_\_\_\_

Name of the road the signs can be seen from: \_\_\_\_\_

**Please provide Name, Address & Phone Number for the following:** (MUST be filled out completely before review)

OWNER: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

SIGN CONTRACTOR: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

ELECTRICAL CONTRACTOR: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Georgia Trade License # \_\_\_\_\_ (Photocopy of License **MUST** be attached)

**Attach the following documents:**

- A survey/map to scale showing the street address and property identification number. ("PIN") of the property upon which the subject sign is to be located, the proposed location of the subject sign on the subject property, the distance of the proposed sign from the subject property's boundaries and all existing structures or buildings on the subject property.
- Sign details, including a scaled elevation of the size and height of the proposed sign from ground level and adjacent street level and proposed color scheme of sign.
- Written consent of the owner of the property, or his/her agent granting permission for the placement, maintenance, size and height of the subject sign to be placed on the property.
- For wall signs: Two (2) sets of building elevations.
- For all signs with a sign area sixteen (16) square feet or larger, or signs ten (10) feet in height or greater, a construction plan certified and stamped by a Georgia registered professional engineer showing compliance with the International Building Code. Said plan shall include, but not be limited to, items required in [Chapter 1](#) and Appendix H, Section H105 of the International Building Code, and show all structural supports.
- For all signs with a sign area fifty (50) square feet or larger a photographic simulation or sketch rendering of the sign.
- Photocopy of ALL contractors valid Occupational Tax Certificate. (Business License)
- Photocopy of ALL contractors Georgia Trade License. (when applicable)

***\*Additional documents and/or information may be required.***

***\*Billboard signs will require additional information per the City Ordinance.***

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State & Zip

\_\_\_\_\_  
Contact Number

\_\_\_\_\_  
Email Address

**APPROVED:**

\_\_\_\_\_  
Building Inspector

FEES:	
Permit Fee:	\$ _____
Admin Fee:	\$ _____
Elec Insp Fee:	\$ _____
Other:	\$ _____
<b>Total:</b>	<b>\$ _____</b>

Date: \_\_\_\_\_