Permit # _____

Cobb County...Expect the Best!

SIGN APPLICATION CHECKLIST

(All three (3) pages must be completed and submitted collectively to the Cobb County Zoning Division located at 1150 Powder Springs Street, Suite 400, Marietta GA 30064)

Submittals are only taken in person or through the online submittal system at www.cobbcounty.org

- ❑ Colored dimensional renderings of proposed signage (colored drawings must show actual colors used on signage)
- ❑ Existing wall or canopy indicating the location of existing sign on building/wall or canopy and width of the wall in linear feet
- ❑ Freestanding ground signs must include scaled site plan drawn by a registered land surveyor, professional engineer, architect or land planner with accompanying seals and signature, showing gross acreage, proposed location of subject sign, street rights-of-way, and building locations. This must be submitted in a size so that all details are legible
- ❑ Freestanding ground signs must include foundation plans
- ❑ Signed letter of authorization from the property owner, or the owner's agent, stating permission is granted to sign company for placement of the sign on their property
- ❑ Copy of current business license for erecting sign company

Failure to submit any of the above required documentation in full will result in an immediate denial of your application.

Signature acknowledges your understanding of all above requirements and statements. Additionally, you understand that your application will be denied if it does not meet the requirements of the Cobb County Code.

Applicant Signature _____

Applicant (Please Print) _____

- ❑ Email _____
- ❑ Phone _____

NOTICE

Code Section 134-373 (d) allows 45 days to process a completed application. Depending on workload, most applications are processed in 14-21 days. Nevertheless, no guarantee can be made as to length of time an application will take to be processed, with 30 days being the maximum. You will be notified by email, phone call, or letter once the application has been reviewed.

Permit #

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PERMANENT SIGN PERMIT APPLICATION

(PLEASE PRINT OF TYPE)

Name of Business Appearing on Sign:		
Address: (Include City, Zip Code, and State)		
Parcel Identification Number (PIN)	Zoning	Any Sign Stipulations associated with this property: Yes☐ No☐ Staff: Date:

Sign Owner

Name:	Phone:
Address: (Include City, Zip Code, and State)	
Property Owner Name:	Phone:
Property Owner Address:	

Erecting Sign Company

Company Name:	Phone:
Address: (Include City, Zip Code, and State)	Business License #
Contact Name:	Permit Contact Email:

Freestanding Signs (use second application for more space)

Total Sign Verbiage Area (Sq Ft)	Overall Sign Structure (Sq Ft)	Height of Sign	Cost of Sign	Face Change or New Sign
1.			$	
2.			$	

Electronic Messaging Portion (Sq Ft) Must provide certification of brightness within 30 days of erected sign

24 Hour Emergency Contact as required by Code: Name Number:

Lot size (acres) Road Frontage

Building Signs (use second application for more space)

Building Signs (Sq Ft)	Linear Feet of wall	Cost of Sign	Circle All That Apply
1.		$	Metal Neon Wood Plastic Other
2.		$	Metal Neon Wood Plastic Other
3.		$	Metal Neon Wood Plastic Other

Canopy Signs (use second application for more space)

Canopy Sign (Sq Ft)	Cost of Sign	Linear Feet of Wall
1.	$	
2.	$	

Electrical Signs? ☐ Yes ☐ No U.L. #

I certify that all information provided herein is true and accurate to the best of my knowledge. Owner and/or agent agree that he, she or they will comply with all requirements of the Cobb County Sign Ordinance currently in effect. If any information provided is found to be false or misrepresented, the permit will be deemed invalid. Owner and/or agent affirm the above signage complies with all Zoning/ Variance Stipulations assigned to the above property. It is further agreed that the sign will not block the view of a residence, commercial, or industrial building, existing sign or street intersection, and will be located on private property.

Permit Issue Date:	Permit fee: $

Signature _____ Approved _____

Owner/agent Zoning Staff

Permit # _____

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Affidavit of Existing Aggregate Sign Area

Address of Property: _____

Please provide all existing ground, wall and canopy signage area that will remain on the property after the installation of new signage requested. For building signage with tenant space, please provide signage area that relates to that space only. For buildings with common areas, please provide calculations for entire building. Area of all types signs must be measured as specified in the Official Code of Cobb County.

Ground Signs: _____ Sq. Ft.

Wall Signs: _____ Sq. Ft.

Canopy Signs: _____ Sq. Ft.

The above aggregate sign areas exists as of _____, 20_____.

I, _____, do solemnly swear that the above information is true and accurate, and that no false or misleading information or statement is submitted herein to obtain a sign permit. I understand that if I provide false or misleading information or statements in this document, my permit is subject to immediate revocation. I understand that I must comply with the Official Code of Ordinances.

Signed: _____

Revised 4/23/24