APPLICATION FOR SIGN PERMIT

City of Berkeley Lake
4040 S. Berkeley Lake Rd., Berkeley Lake, GA 30096
Ph: 770-368-9484 Fax: 770-368-8810
www.berkeley-lake.com

DESCRIPTION OF WORK (PLEASE CHECK ALL THAT APPLY)

☐ New Installation ☐ Replacement ☐ Repair

Work to be performed: (Please check and include number of each)

☐ WALL SIGN (submit a to-scale drawing and building elevation showing placement of signs)

Sign Area (sq. ft.)	Wall Façade Width (ft.)	Wall Façade Height (ft.)	Identify Façade (front, side rear)	Illumination (Electric Permit Required)
				☐ Internal ☐ External
				☐ Internal ☐ External
				☐ Internal ☐ External

☐ MONUMENT SIGN (submit a site location plan and to-scale drawing of sign(s))

Sign Area (sq. ft.)	Setback from ROW (ft.)	Sign Area (sq. ft.)	Illumination (Electric Permit Required for new wiring)
			☐ Internal ☐ External
			☐ Internal ☐ External

STREET ADDRESS OF SIGN_____ VALUE OF SIGN $_____

SIGN OWNER INFORMATION

ADDRESS _____ _____ _____
Street Address City State Zip

OWNER'S NAME _____ PHONE _____ EMAIL _____

CONTRACTOR INFORMATION

CONTRACTOR'S NAME _____PHONE_____

CONTRACTOR'S ADDRESS _____
Street address City State Zip

INSURANCE CERTIFICATE NUMBER _____EMAIL: _____

OCCUPATION TAX CERTIFICATE #_____ EXP. DATE_____/_____/_____

ALONG WITH THIS FORM, PLEASE SUPPLY

1. *A COPY OF YOUR INSURANCE CERTIFICATE*
2. *A COPY OF YOUR OCCUPATION TAX CERTIFICATE/ BUSINESS LICENSE*
3. *WRITTEN CONSENT OF THE OWNER OR OWNER'S AGENT SPECIFICALLY GRANTING PERMISSION FOR THE PLACEMENT OF THE SIGN AS PROPOSED*

CERTIFICATION

In filing this application, I hereby certify that I am experienced in the erection of signs and am either familiar with, or will become familiar with, all the requirements and will abide by all the rules and regulations set forth by the City of Berkeley Lake. I certify that all of the above statements are true and that all work performed shall meet national, state and local code requirements. I further certify that I have been authorized by the property owner to make this application. Paid permit application shall serve as City of Berkeley Lake Sign Permit. Upon completion please call 770-368-9484 X 444 or email inspector@berkeley-lake.com to arrange for an inspection.

SIGNATURE _____ PRINT NAME _____

EMAIL _____ DATE _____

OFFICE USE ONLY

Plan Review # _____ **Check #**_____

Permit #_____ **Check #**_____

Issued by **Date** / /

ACCOUNT 100.32.2200

Plan Review **$**_____

Permit **$** _____

REV 201609