



# Sign Permit Checklist

**\*ONE SIGN APPLICATION PER PERMIT\***

**\*All attachments must accompany a Sign Approval Application\***  
**Incomplete applications WILL NOT be accepted.**

- ☐ Itemized list and keyed site plan at a **legible scale** showing the location of all **existing** signs and sign structures currently on the property.
- ☐ Itemized list and keyed site plan at a **legible scale** showing the location of all **proposed** signs to be located on the property and all existing signs, if any, proposed to be removed. *Show all setbacks and easements.*
- ☐ [Sign Approval Application](#)
  - A **scaled drawing** with *dimensions and specifications, specifying materials, type of illumination, character sizes and colors, and a support system for the sign.*
    - Show the dimensions of the smallest rectangle drawn around the sign area or sign structure area (whichever is greater).
    - **Building/Canopy Signs:** provide a **scaled drawing of the structure the sign is intended to be built upon**, showing the overall *height and width of the building*
      - Also, state *how far off the sign will be extended from wall*
    - **Freestanding Signs:** provide the **overall & effective height** of the sign
    - **Temporary Signs:** provide a list and description of signs to be placed on the property; *mark the "temporary sign" box on application*
    - **Temporary Portable Signs/Banners/Streamers/Flags:** provide written and graphic evidence of compliance with Oconee County's UDC §708.08
  - Illumination/Lighting: please state the lighting is *UL listed* and state the *type of lighting* that will be used (LED, Neon, etc.)
  - Details of the estimated cost of construction for each proposed sign
  - **Original** signatures for Applicant, Graphic Contractor, and Property Owner
    - If unable to get property owner's signature: provide an [Owner's Authorization Form](#)
- ☐ [Building Sign Approval Application](#)
  - Provide the correct *zoning location and tax parcel number* where the proposed sign will be located
- ☐ Plans required for issuance of a *building and freestanding sign permit* shall be **certified** as to conformance with all structural and wind-load resistive standards of the Building Code by a **qualified structural engineer** (must include an **engineer's stamp**); or be prepared using standard drawings prepared by a *structural engineer or other qualified professional* meeting or exceeding all requirements of the Building Code.
  - State the *permit will be identified with a sticker on the sign and where sticker will be located*
- ☐ Sign Contractor's Business License/Occupational Tax
- ☐ Fee will be paid once the sign permit application has been approved

By signing this application, you hereby certify that you have read and examined this checklist. You attest that ALL attachments are included (originals will be returned to you).

Owner/Agent: \_\_\_\_\_ Date: \_\_\_\_\_

2023