



Chatham County Department of Building Safety & Regulatory Services

P.O. Box 8161, Savannah, GA 31412-8161
912-201-4300 - Fax 912-201-4301



Gregori S. Anderson, CBO
Director

Clifford Bascombe, CBO, CFM
Assistant Director

PERMANENT SIGN PERMIT APPLICATION

P.I.N.: 1 - - - - - P.I.N. can be obtained from the Tax Assessors Office (912) 652-7271.

Project Address: _____

Subdivision: _____ Phase: _____ Lot: _____

Owner

Name: _____ Phone No. (____) _____ - _____

Address: _____

City: _____ State: _____ Zip: _____

Person applying for permit:

Name: _____ Phone No. (____) _____ - _____

Company: _____

Address: _____

General Contractor

Company: _____ Name: _____

Address: _____

Telephone No. (____) _____ - _____ Fax No. (____) _____ - _____

Sign Description:

- checkbox New checkbox Addition/Alteration to existing checkbox Replacement
checkbox Other _____

Type of sign: Freestanding (Monument/ Pole) Facia

Size of sign: Length_____ Width_____ Total Area_____Sq. Ft.

Finish height above grade: _____

Is there an existing sign on the property? Yes No

If Yes: Total number of existing signs: _____ Total area existing signs: _____Sq. Ft

Is the sign electrical: Yes (Include electrical contractor information) No

Is there an LED, LCD, or similar electronic reader board: Yes No

Valuation of project (include labor, material, and profit): \$ _____

The following information must be submitted before a permit can be issued.

1. Two (2) sets of plans and drawings containing construction and installation details showing:
 - a. Size of sign
 - b. Size of support members
 - c. How sign is fastened to support members
 - d. Depth of support member into ground
 - e. Other structural braces
 - f. Height above grade (ground)
2. Two sets of site plans showing what's existing on the lot (buildings, easements, existing signs, etc.), the property line, right-of-way, driveways, street trees in the immediate area, where the sign is to be located, and the distance to other structures and streets.
3. Two colored, dimensioned elevation to include total square footage and finished height.
4. Copy of current State and local business license for builder and electrician.
5. Completed subcontractor form.

It is understood and agreed by the undersigned owner or agent that the approval of this application does not constitute a privilege to violate the building codes, zoning ordinance, or other ordinances of Chatham County and that any omission of or misrepresentation of fact with or without intention of the undersigned or any alteration from this application (including changing subcontractors) without the approval of the Building Official shall constitute sufficient ground for the revocation of any permit issued which was based on the approval of this application. The owner is listed above will be held responsible for insuring that all permits have been obtained and that all required inspections have been made. The owner will be held legally liable for any violations which may occur with or without his or her knowledge. The owner may request a Certificate of Occupancy or Certificate of Completion when all required inspections have been approved.

Owner/Agent _____ **Date** _____

For Office Use Only

Approved _____ **Date:** _____



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CHATHAM COUNTY SUBCONTRACTOR LIST

Job Location _____

Owner's Name _____

General Contractor _____

SIGN WORK

Date _____

I hereby certify that I will perform the sign work for the project described above and I further certify that I have a valid State and Local Business Tax Certification (license).

Local Business License # _____ Jurisdiction _____

Company Name _____

Signature _____ Phone No. (____) _____ - _____

ELECTRICAL

Date _____

I hereby certify that I will perform the electrical work for the project described above and I further certify that I have a valid State and Local Business Tax Certification (license)

Local Business License # _____ Jurisdiction _____

Company Name _____

Signature _____ Phone No. (____) _____ - _____