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
berkeley-lake.com

DESCRIPTION OF WORK (CHECK ALL THAT APPLY)

☐ New Installation ☐ Replacement ☐ Repair

Work to be performed: (Check all that apply)

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

Sign Type	Sign Area (sq. ft.)	Premises Floor Area (square ft.)	Identify Façade (front, side rear)	Illumination (Electric Permit Required for new wiring)
Principal				☐ None ☐ Internal ☐ External
Miscellaneous				☐ None ☐ Internal ☐ External
Miscellaneous				☐ None ☐ Internal ☐ External

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

Sign Area (sq. ft.)	Setback from ROW (ft.)	Total Building Floor Area (square ft.)	Illumination (Electric Permit Required for new wiring)
			☐ None ☐ Internal ☐ External

STREET ADDRESS OF SIGN_____ VALUE OF SIGN $_____

SIGN OWNER INFORMATION

ADDRESS _____ _____ _____ _____
Street Address City State Zip

OWNER'S NAME _____ PHONE _____ EMAIL _____

SIGN CONTRACTOR INFORMATION

CONTRACTOR'S NAME _____PHONE_____

CONTRACTOR'S ADDRESS _____ _____ _____ _____
Street address City State Zip

INSURANCE CERTIFICATE NUMBER _____ EMAIL: _____

OCCUPATION TAX CERTIFICATE #_____ ISSUING JURISDICTION _____EXP. DATE_____/_____/____

ALONG WITH THIS FORM, YOU MUST ALSO SUPPLY:

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

APPLICANT 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 schedule an inspection.

SIGNATURE _____ PRINT NAME _____

EMAIL _____ DATE _____

OFFICE USE ONLY

Plan Review # PR–_____ — _____ Check #_____

Permit # S– _____ — _____ Check #_____

Issued by _____ Date _____/_____/_____

ACCOUNT 100.32.2200

Plan Review: $50.00 ea. $ _____

Permit Fee: $100.00 ea. $ _____