



STEPHENS COUNTY BUILDING DEPARTMENT SIGN PERMIT APPLICATION

Stephens County Building Department
802 E. Doyle Street Toccoa, GA 30577

Phone: 706-898-5750 Email: scpermits@stephenscountyga.gov

DO I NEED A SIGN PERMIT? (Use the checklist below to help determine if a sign permit is required. Any sign under 65sq. ft. will not require a sign permit.)

If you answer **YES** to any of the following, a **Sign Permit IS REQUIRED** before installation:

- | | |
|---|--|
| ☐ The sign is a new permanent sign. | ☐ The sign is a freestanding or pole sign. |
| ☐ The sign is a monument sign. | ☐ The sign is attached to a building (wall sign). |
| ☐ The sign will be illuminated or electrically powered. | ☐ The sign is being structurally altered, relocated, or replaced. |
| ☐ The sign exceeds the size limits allowed for temporary signs under the Stephens County Land Use Regulations. | |

If you answer **NO** to all of the above, a **permit may not be required**, provided the sign meets the exemptions allowed by Stephens County Code of Ordinances - Chapter 59 – Land Use Regulations - Section 59-404 – Signs

Examples of signs that may be exempt from permit requirements include:

- | | |
|---|---|
| ☐ Temp. real estate signs advertising property for sale or lease | ☐ Temp. construction or contractor signs |
| ☐ Political signs during an election period | ☐ Noncommercial signs meeting size and duration limits |

Even when a permit is not required, all signs must comply with applicable regulations regarding **size, height, placement, and safety**.

If you are unsure whether a permit is required, please contact the Stephens County Building Department prior to installing a sign.

SECTION 1 — APPLICANT INFORMATION

Name _____
Address _____ City, State, Zip _____
Email _____ Phone _____

SECTION 2 — PROPERTY OWNER INFORMATION

Name _____
Address _____ City, State, Zip _____
Email _____ Phone _____

SECTION 3 — JOB SITE INFORMATION

Property Address _____ City, State, Zip _____
Parcel Number _____

SECTION 4 — SIGN INFORMATION

Type of Sign (check all that apply)

☐ **Freestanding:** Quantity _____ Number of Faces _____ Size of Pole _____ Height _____
Square Feet _____

☐ **Monument:** Quantity _____ Number of Faces _____ Height _____ Square Feet _____

☐ **Wall Mounted:** Quantity _____ Height _____ Square Feet _____

☐ **Other** _____ Quantity _____ Number of Faces _____ Height _____
Square Feet _____

Total Sign Square Footage _____

SECTION 5 — UTILITIES

Power Provider: ☐ GA Power ☐ Hart EMC ☐ Habersham EMC ☐ Other _____

SECTION 6 — CONTRACTOR INFORMATION (IF APPLICABLE)

General Contractor _____ License Number _____
Address _____ City, State, Zip _____

Electrician _____ License Number _____
Address _____ City, State, Zip _____

IMPORTANT NOTICE

A permit becomes null and void if the work it authorizes does not commence within 180 days of its issuance. A required inspection must occur within 180 days of the issue date of a permit or the job will be considered abandoned and the permit will become null and void. If the permit becomes null and void, it will be necessary to renew the permit and pay all appropriate fees prior to any future inspections.

I have read and understand the preceding statements.

Applicant Signature _____

Date _____