

Sign Permit Application

Contact Information:

permits@doravillega.us

770-451-8745 Option 2

For more information, visit our Permits page.



- Email or upload items to the online portal us.cloudpermit.com. After the complete application packet is submitted, it will be reviewed for 10 business days. Review responses are reviewed 5 business days.
- *Sign permit applications may be reviewed by Planning and Zoning and Building Departments, however sign permits cannot be issued until the advertised business obtains a valid business license/ OTC
- Any sign over 32sqft will require an Engineer Stamp/Letter with the plans

REQUIRED DOCUMENTS FOR A SIGN APPLICATION:

- Application
- Property Owner Affidavit
- Business License of Sign Company
- Business License of Advertised Business*
- Elevation Drawings
 - Sign rendering with dimensions and materials
 - Façade photograph/ rendering with dimensions and materials
 - Sign installation details, mounting materials
- Site Plan
(aerial of the property, sign location marked)

Permanent Sign Type

- ☐ Wall
- ☐ Monument (Ground)
- ☐ Stanchion (Pole)
- ☐ Panel Replacement
- ☐ Billboard

Temporary Sign Type

- ☐ Banner
- ☐ Flag/ Pennant
- ☐ Balloon
- ☐ Inflatable
- ☐ Vacancy
- ☐ Other

Advertised Business

Job Street Address

Sign Size (SQFT)

Façade Size (SQFT)

Internally Illuminated? ____

Rewiring or Requires Trade Permit? ____

Project Description:

Applicant/Business

Sign Company

Company Name:

Company Name:

Contact Name:

Contact Name:

Address:

Address:

Email:

Email:

Phone Number:

Phone Number:

Certification

I certify that all submitted information is correct and agree to construct this building in accordance to the approval and in strict compliance with all applicable laws and ordinances in the City of Doraville, Georgia. The approved permit may be revoked at any time upon violation of said ordinances. I authorize City Staff to inspect the premises and understand that the approved work shall follow all requirements of Chapter 5 Section 5-7 of the Doraville Municipal Code. **I understand temporary signs expire 14 days after permit issuance and that permits for permanent signs**

Applicant Name

Applicant Signature