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## Department of Community Development

### Phone

478-988-2720

### Email

comm.development@perry-ga.gov

### Address

741 Main Street  
Perry, GA 31069

### Staff Contacts

- **Christine Sewell, Executive Secretary**

comm.development@perry-ga.gov

# SIGNS

## Info

Mayor and Council find that signs provide an important medium through which individuals may convey a variety of messages. However, left completely unregulated, signs can become a threat to public safety as a traffic hazard and detriment to property values and the City's overall public welfare as an aesthetic nuisance.

The Land Management Ordinance provides the governing regulations.

<https://perry-ga.gov/business-services/community-development/land-management-ordinance>

## What's Required

Permit request is to include a colored rendering of the proposed sign(s), including dimensions and location on the property. A site plan must accompany all signs. Each proposed sign shall be applied for as a single permit. All work must be performed in compliance with the Land Management Ordinance.

## Application Process

Permit request shall be submitted through the Citizen Self Service Portal in a legible PDF format with the required documentation. Work must comply with all State and local laws, codes and ordinances.

Inspections are required for all sign permits and may include, but are not limited to: Site, setback, footing, electrical and final. The workflow on the issued permit will list the inspections required.

Please allow ten business days for review. Permit must be paid in full before issuance.



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## Sign Permit Application

Complete application and all required supporting materials must be submitted through the Citizens Self Service Portal at <https://perryga-energovpub.tylerhost.net/Apps/SelfService#/home>

**Note: A separate application must be completed for each individual proposed sign.**

Street address of proposed sign: \_\_\_\_\_ Suite/Space # \_\_\_\_\_

Tenant/Business Name: \_\_\_\_\_

Proposed sign is for a tenant/business located in a multiple tenant building or development: Yes \_\_\_ No \_\_\_

Proposed sign is a: wall sign \_\_\_; canopy sign \_\_\_; projecting sign \_\_\_; under-canopy sign \_\_\_;

monument sign \_\_\_; monopole sign \_\_\_; post-and-arm sign \_\_\_; flag \_\_\_

Brief description of sign: \_\_\_\_\_

Cost of the proposed sign: \$ \_\_\_\_\_

### Attach the following supporting materials to complete this application

For wall, canopy, projecting, and under-canopy signs or mounted to a wall:

- \_\_\_ A scaled drawing, including dimensions, of the sign
- \_\_\_ A scaled drawing, including dimensions, of the wall on which the sign is to be located, with the proposed sign shown along with any existing signs to remain
- \_\_\_ For projecting and under-canopy signs, the distance from the bottom of the sign to the ground below the sign

For monument, monopole, and post-and-arm signs

- \_\_\_ A scaled drawing, including dimensions, of the sign
- \_\_\_ A scaled site plan of the property on which the sign is to be located, indicating property lines, all site improvements, location and setback from property lines of the proposed sign, sight triangles at street/driveway intersections, and any existing signs to remain.
- \_\_\_ For signs over 15 feet in height, drawings sealed by a Georgia-registered engineer

Additional items necessary before a Sign Permit is issued:

- \_\_\_ Written permission of the owner of the property on which the sign will be installed
- \_\_\_ For an electrified sign, details of lighting source and footcandles (lumens)
- \_\_\_ Permit fee will be invoiced through the Customer Service Portal

By signing this application, I certify that the information stated above is true. I further understand if any information provided is found to be incorrect or falsely stated, this permit may be voided, and I may be responsible for violation of any and all related laws and ordinances. I further understand that installation of a sign without an approved permit is a violation of the Perry City Code and is cause for a **doubled permit fee** and any additional enforcement action by the City of Perry necessary to ensure compliance with its laws and ordinances. Additionally, I certify that I understand the City of Perry will not approve a sign that reflects an address different than the actual physical address of a property.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_