

SIGN PERMIT GUIDELINES

1. A separate application is required for each type of sign.
2. Please make sure to submit all required information. Incomplete applications will be rejected and processed as new once the required information is provided.
3. Fees are due when the permit is issued. Unfortunately, we are unable to accept cash. A fee schedule is attached.
4. The City of Milton Sign Ordinance allows Staff thirty days to process a sign permit once a complete application has been submitted. However, Staff review typically takes seven to ten business days. The applicant will be notified when the sign permit is ready to be picked up.
5. Applicants are required to submit three copies of any required plans, details and elevations.
6. A sign permit shall become null and void if the sign for which the permit has been issued has not been installed and completed within six months after the date of issuance.
7. Any contractor erecting or maintaining a sign in the City of Milton must possess a valid occupation tax certificate (business license) and a certificate of insurance.
8. Once the sign permit has been issued, the applicant shall affix the provided permit sticker to the sign in the lower right area, so that it is easily seen.

SIGN PERMIT PROCEDURES

FOR ALL SIGNS:

- Any sign connected to electrical power must bear the listing or labeling of a qualified testing agency.
- Any sign connected to electrical power requires an electrical permit issued to a licensed electrician.
- Applications for indirectly illuminated signs located in commercial and industrial districts must include information on all proposed lighting fixtures.

GROUND SIGNS

- Provide front and side elevations of sign showing:
 - All dimensions required to calculate the area of the sign face
 - All dimensions required to calculate the height of the sign
 - All dimensions of any support structures
 - Sign materials and color.
- Provide a site plan of the property, indicating the
 - Proposed sign location and setback from pavement
 - Right of way/Property lines
 - Road names
 - Buildings and parking areas
 - Sight triangle, if appropriate
 - Land lot and district
 - North arrow
 - Buffers, easements, landscape strips
 - Existing signs
 - Any zoning conditions related to signage.
- Pictures of existing signs on the property.
- A separate permit is required for walls, fences, gates and guard stations, etc. Any additional work shown on plans must be clearly identified as “to be permitted separately.”
- The applicant is required to clearly identify the right of way prior to scheduling an inspection.
- All signs greater than 8' in height and greater than 32 square feet must obtain a building permit.
- Building permits for ground signs require a portable toilet permit or an exemption letter from the Health Department's Environmental Division. For additional information call 770.781.6909.

WALL/WINDOW SIGNS

- Provide front and side elevations of sign showing:
 - All dimensions required to calculate the area of the sign face
 - Sign material and color (no exposed neon).
- Building elevation with dimensions (not including the roof), to scale.
- Wall signs must include a detail showing that the display surface does not project more than 12 inches from the wall.
- Wall signs that include raceways must provide information on the color of the raceway.
- Window signs must include a detail showing the dimensions of the windows, and appropriate calculations for allowance.

PERMANENT SIGN PERMIT FEES

PERMIT FEES BASED ON VALUATIONS	TOTAL VALUATION	FEE
Please add a \$25.00 Administrative Fee to each permanent sign application	\$1 to \$500	\$23.50
	\$501 to \$2,000	\$23.50 for the first \$500 plus \$3.50 for each additional \$100, or fraction thereof, to and including \$2,000
	\$2,001 to \$25,000	\$69.25 for the first \$2,000 plus \$14.00 for each additional \$1,000, or fraction thereof, to and including \$25,000
	\$25,001 to \$50,000	\$391.75 for the first \$25,000 plus \$10.10 for each additional \$1,000, or fraction thereof, to and including \$50,000
	\$50,001 to \$100,000	\$643.75 for the first \$50,000 plus \$7.00 for each additional \$1,000, or fraction thereof, to and including \$100,000
	\$100,001 to \$500,000	\$993.75 for the first \$100,000 plus \$5.60 for each additional \$1,000, or fraction thereof, to and including \$500,000
	\$500,001 to \$1,000,000	\$3,233.75 for the first \$500,000 plus \$4.75 for each additional \$1,000, or fraction thereof, to and including \$1,000,000
	\$1,000,001 and up	\$5,608.75 for the first \$1,000,000 plus \$3.65 for each additional \$1,000, or fraction thereof