

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 APPLICATION 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.

MILTON

SIGN PERMIT APPLICATION

Permit No: _____ Decal No: _____ Total Fee \$ _____

BUSINESS OWNER

Business Name: _____

Business Owner or Contact Person: _____ Phone: _____

Address: _____

Mailing Address: _____

Phone: _____ Email Address: _____

PROPERTY OWNER

Property Owner: _____ Phone: _____

Address: _____

Email Address: _____

SIGN LOCATION/DESCRIPTION

Sign Location Address: _____

Name of Center/Subdivision of Sign Location: _____

Overlay: _____ Zoning: _____

SIGN CONTRACTOR

Contractor Name/Company: _____ Phone: _____

Address: _____

Email Address: _____

Will Contractor Install Sign? Yes No

Property Owner's Permission to Install Sign? Yes No

PERMANENT SIGN INFORMATION

Please complete a separate application for each type of sign

TYPE: Wall Monument/Ground Face Change On Ground Sign
 Temporary Ground Sign Window Other _____

Number of Signs Proposed: _____ Number of Existing Signs: _____

Sign Location Address: _____

How Will Sign Be Illuminated? Externally Internally

Value F Proposed Signage: _____

PROPOSED SIGNS (COMPLETE FOR EACH SIGN)

1. Dimensions _____ Sq Footage _____

Height _____ Setback From Row _____

2. Dimensions _____ Sq Footage _____

Height _____ Setback From Row _____

3. Dimensions _____ Sq Footage _____

Height _____ Setback From Row _____

4. Dimensions _____ Sq Footage _____

Height _____ Setback From Row _____

EXISTING SIGNS, IF ANY (THAT WILL REMAIN)

1. Dimensions _____ Sq Footage _____

2. Dimensions _____ Sq Footage _____

APPLICANT SIGNATURE

I hereby certify that all information provided herein is true and correct. I am aware of the City of Milton Sign Ordinance, and agree to comply with all applicable requirements related to this permit; I further certify that there are no existing signs except those indicated hereon; and I further certify that all necessary building and/or electrical permits required for the installation of the sign will be obtained prior to installation.

Sign Contractor/Applicant Signature Printed Name Date

FOR STAFF USE TOTALS

Sq Footage of Proposed Signage _____ Sq Footage of Existing Signage _____

Sq Footage of All Signage _____ Allowed Sq Footage of Signage _____

Approved Returned For Revision Denied

Applicant Contacted _____ Permit Picked Up _____

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