



Fee: _____
(See Fee Schedule to calculate)
Amount Paid: _____
Date: _____

City of Brunswick
Planning, Development, & Codes Department
601 Gloucester Street
Brunswick, Georgia, 31520

SIGN PERMIT

Please take care to insure that the information for each checkbox below is sufficiently provided. **The City of Brunswick does not accept incomplete applications.** The application will be processed within 30 business days of the receipt of a completed application and all required documents.

- Completed Application
- Site Plan (must provide accurately drawn to scale setbacks)
- Illustration(s) of proposed sign (includes dimensions, materials, color, and location)
- Proof of ownership of property OR proof of rental agreement and owner authorization letter for sign installation
- Contact information for sign company/installer
- Letters of approval for any existing Variances, Special Use Permits, or Rezone (Text Amendment) Requests **(STAFF WILL COMPILE)**

The Planning, Development & Codes Department highly recommends arranging a meeting with staff prior to the submission of an application. Should you have questions or wish to arrange a meeting please contact City Planning at (912) 267-5527.



CITY OF BRUNSWICK, GEORGIA

SIGN & INSTALLATION PERMIT

OWNER'S/BUSINESS NAME WHERE SIGN IS BEING PLACED: _____

ADDRESS: _____ DATE: _____

SIGN COMPANY'S NAME: _____

TELEPHONE NUMBER: _____ E-MAIL: _____

SIGN TYPE: () Wall () Monument () Pylon () Off Premises () Window Other _____

SIGN ZONING: () Commercial () Residential () Industrial () Historic District () US 17

PHYSICAL DIMENSIONS OF SIGN: _____

COST OF SIGN: _____

(Includes value of sign and manufacturing costs of sign. You MUST provide this information to get permit.)

COMMERCIAL SIGNS

- All signage will conform to standard building and electrical codes.
- **All signs must conform with, and be maintained per, the City of Brunswick Sign Ordinance.**

HISTORIC SIGNS

- All signs in Old Town must have Historic Preservation Staff approval prior to installation of sign and must meet Historic District Design Guidelines in order to receive staff approval.

REFERENCE THE SIGN ORDINANCE FOR SPECIFIC REQUIREMENTS WITHIN RESIDENTIAL, COMMERCIAL, HISTORIC, US 17 OR INDUSTRIAL ZONING.

YOU **MUST ATTACH** A SITE PLAN SHOWING THE LOCATION OF THE SIGN ON THE PROPERTY. SHOW PROPERTY BOUNDARIES, STRUCTURE LOCATIONS, AND ENTRANCES OR EXITS.

YOU **MUST ATTACH** A DRAWING OF THE SIGN SHOWING ALL DIMENSIONS SUCH AS HEIGHT, COLOR(S), AND PLACEMENT OF SIGN ON PROPERTY, BUILDING, OR WINDOW.

Owner/Applicant Signature: _____ DATE: _____

APPROVED: _____ DATE: _____

HP REVIEW: _____ DATE: _____

AMOUNT DUE: _____ DATE PAID: _____ PERMIT # _____

PAID BY: () CASH () CREDIT CARD () CHECK (LIST CHECK NO. _____)