



Town of Turin
26 South Hunter Street
P.O. Box 86
Turin, GA 30289
Phone: 770-599-0777 – Fax: 770-599-

Pulling Together – Yesterday, Today, and

SIGN PERMIT APPLICATION INSTRUCTIONS

To obtain a Sign Permit the following information must be submitted;

1. Sign must comply with the Town of Turin Sign Ordinance (copies of ordinance available at Town of Turin Office).
2. A sign permit must be obtained for each individual sign and all signs must comply with the Town of Turin Sign Ordinance.
3. A plat, site plan of the lot on which the sign is to be erected indication the following: 1) location of building(s)/structures on lot 2) proposed position of sign relation to nearby buildings, structures, streets, curbs, paving and property lines, right-of-way lines – for monument signs, right-of-way width of the road frontage.
4. Submit a detailed drawing, including engineered footing details, dimensions and fasteners for each sign permit requested. Height of sign must be shown from existing ground where sign is to be located. Free standing signs are required to have a soil test showing that soil will support the weight of the sign, where applicable.
5. A site plan is necessary for free standing signs showing location of sign on property.
6. A letter of authorization from the property owner must be provided before sign permit can be issued.
7. Submit proof of valid State of Georgia Business License.
8. **Applicant cannot proceed with construction until sign permit has been approved by the Town of Turin Council and all fees are paid in full. Work started without permit will result in DOUBLE FEES.**
9. **A footing inspection is required where applicable. Final inspections are required on all signs.**
10. **If inspection does not meet code and is turned down by the inspector there will be a \$75.00 re-inspection fee.**

TOWN OF TURIN BUILDING DEPARTMENT

47 Turin Road

P.O. BOX 86

TURIN, GEORGIA 30289

770-599-0777

townofturin@charter.net

APPLICATION FOR SIGN PERMIT (One sign)

Each sign requires a permit

Name of tenant/business: _____

Address: _____

Phone number of applicant: _____

Owner(s) of Property: _____

Property owners permission to install sign must be attached

Address of owner(s): _____

Phone number of owner(s): _____

Contractor Information

Name of Sign Installer/ Contractor: _____

Address: _____

Applicant Contact: _____ Phone Number: _____

Will contractor install sign? Yes No

(Copy of Business License, Certification of Liability Ins. Must be attached)

Sign Information

Site Address of sign: _____

Type of Sign: (Wall, monument, ground etc) _____ Single Face Double Face

For ground signs- footing/foundation MUST BE inspected prior to installation

Total Square Footage of sign area: _____ Area of Wall; _____

Distance above ground level (feet): _____

Total Height of Monument Sign: _____

Value of Sign: _____ Setback from road/right-of-way: _____

Site plan of property depicting where on property sign is located and illustration of sign must be attached

APPLICANT SIGNATURE

I hereby certify that all information provided herein is true and correct. I have received and am aware of the Town of Turin Sign Ordinance, and agree to comply with all applicable requirements related to this permit. I further certify that all necessary building permits required for the installation of the sign will be obtained prior to installation.

Applicant agrees to indemnify and hold harmless the Town of Turin and its Inspectors for any damages caused by this sign.

Sign Contractor/Applicant Signature Printed Name Date

Date: _____ Approved/Denied by: _____

Comments: _____