



Town of Turin

47 Turin Rd

P.O. Box 86

Turin, GA 30289

Phone: 770-599-0777

Fax: 770-599-0775

Pulling Together – Yesterday, Today, and Tomorrow

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## 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  
rscrews@townofturin.com  
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.

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Sign Contractor/Applicant Signature	Printed Name	Date
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Date: \_\_\_\_\_ Approved/Denied by: \_\_\_\_\_

Comments: \_\_\_\_\_