

Temporary Sign Permit Application

Except for those signs which may be erected without obtaining a permit, every person desiring to erect a sign in the City of Brookhaven shall first obtain a sign permit and all other permits required for the desired structure in accordance with City ordinances. Please review this checklist, complete the Temporary Sign Application form attached, and deliver them with all required supplemental documents to the City of Brookhaven Community Development Department, located at 200 Ashford Center North, Suite 150, Dunwoody, GA 30338.

A permit is valid for up to two signs of not more than 15 square feet each. Each parcel is allowed a total of six temporary sign permits per calendar year. The sign must not be placed in the Right of Way, approximately 10 feet from the curb's edge. Each parcel is allowed two (2) temporary signs at any one time.

- Completed application with all applicable information.
- Consent of the owner, or the owner's agent, granting permission for the placement or maintenance of the sign. Attach a separate sheet as necessary.
- The type of sign to be erected, the area of the sign, the height of the sign, the shape of the sign, and an explanation of how the sign is to be mounted or erected. Attach a separate illustration as necessary.
- There is **no application fee** for temporary signs.
- You are required to place the **permit sticker** on the front side of the banner.

Note: Each applicant shall present to the Department, upon request, a certificate of liability insurance prior to the issuance of a sign permit.

Incomplete applications are considered non-compliant and will not be processed.

Temporary Sign Permit Application

Subject Property	Company Name:		
	Company Address:		
	Contact Name:		
	Phone:	Email:	
Property Owner	Owner's Name:		
	Phone:	Email:	
	Property Owner/Agent's permission to install and maintain sign? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Sign Description	Banner Information		
	Start Date:		
	Expiration Date:		
	# of Banners:		
	Color & Material:		
	Dimensions:		
	# of Previous Displays this Calendar Year:		
Content of Banner:			
Sign Contractor	Will contractor install sign? <input type="checkbox"/> Yes <input type="checkbox"/> No	Occupational Tax Certificate #:	
	Company Name:		
	Contact Name:		
	Address:		
	Phone:	Fax:	Email:
Signature	<i>I hereby certify that all information provided herein is true and correct and I acknowledge compliance with all requirements of the City of Brookhaven Zoning and Sign Ordinance. If any information is found to be false or misrepresented, the permit will be deemed invalid. I agree to indemnify and hold the city harmless from all damages, demands or expenses of every character which may in any manner be caused by the sign or sign structure.</i>		
	Applicant's Name:		
	Applicant's Signature:	Date:	
Staff	Staff Only		
	Received by:	Decision:	Date:
	Permit Number:	Permit Issued Date:	

YOU ARE REQUIRED TO PLACE THE PERMIT STICKER ON THE FRONT SIDE OF THE BANNER