



Paulding County Community Development / Planning & Zoning Division
 240 Constitution Blvd., 2nd Floor, Dallas, GA 30132
 Phone: 770-443-7601 / E-mail: comdev@paulding.gov

Sign Review Application

Fee: \$30.00

BUSINESS OWNER INFORMATION	
Owner	
Business Name	
Name of Shop Center	
Street Address	
City/State/Zip	
Phone & E-mail Address	
Copy of In-State (GA) OTC (Business License) or copy of Building Permit if project is under construction.	
SIGN COMPANY INFORMATION	
Applicant	
Owner	
Street Address	
City/State/Zip	
Phone & E-mail Address	
Copy of In-State (GA) OTC (Business License)	
SIGN INFORMATION	
Signage Address:	
Tax Parcel I.D. #	Zoning Classification:
Wall Sign	
Total square footage of sign:	Value of sign:
Monument Sign	
Total square footage of sign:	Value of sign:

I hereby certify that the sign described herein will be used in accordance with all applicable zoning ordinances and laws governing Paulding County.

Applicant Signature

Date

Please see page 2 for requirements and instructions.

FOR OFFICE USE ONLY	Permit #:
Reviewed by & Date:	
If disapproved, why:	
Cashier & Date:	Type payment: CK Card Cash
Receipt/Confirmation #:	Ck #

Requirements for Completing Sign Review Application

1. The property where the sign will be located must be in an allowable zoning district. See Zoning Ordinance, Article XII amendment for details; which may be found on-line at www.paulding.gov .
 2. A color drawing of the sign depicting wording, dimensions, square footage and per linear foot of lot frontage or per linear feet of each wall must be clearly stated.
 - a. The square foot area per sign and the aggregate square foot area of all signs if there is more than one (1) sign.
 - b. Wall signs: One set of building elevations.
 - c. Monument signs: A signed engineer drawing or survey to scale showing the property upon which the subject sign is to be located, the proposed location of subject sign on subject property, the distance of the proposed sign from the subject property's boundaries, required setbacks, and all existing structures or buildings on the subject property.
 - d. Sign details: Including a proposed color scheme of sign, and scaled elevation of the size and height of the proposed sign from ground level and adjacent street level.
 3. Additional information as may be requested by the Paulding County Staff.
 4. Copy of In-State (GA) Occupational Tax Certificate (Business License) from the applicant (Sign Company).
 5. Copy of In-State (GA) Occupational Tax Certificate (Business License) or Building Permit if project is under construction from the business requesting the sign.
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THINGS TO KNOW

- A Sign Review Application will not be processed until the \$30.00 fee is paid.
- A Planner will process the Sign Review Application within 5 business days, then email you with their findings. After approval of this form a [Building Permit Application](#) is required by the Building and Permitting Division prior to installation of the sign(s), which we have completed and forwarded to them on your behalf. The Building & Permitting Division can be reached at 770-443-7571 or commdevpermits@paulding.gov. Here is their [Fee Schedule](#). You can also view these forms at www.paulding.gov.
- Checks need to be payable to the Paulding County Board of Commissioners.

HOW TO SUBMIT SIGN REVIEW APPLICATION

- **E-mail to:** comdev@paulding.gov . P & Z will call you for a debit/credit card payment once the application is received. We accept Visa, MasterCard or Discover.
- **Mail to:** Paulding County Community Dev., Planning & Zoning Div., 240 Constitution Blvd., 2nd Floor, Dallas, GA 30132, with a check.
- **In person:** Paulding County P&Z Div., 240 Constitution Blvd., 2nd Floor, Dallas, GA 30132. You may pay with a check or debit/credit card.