

**CITY OF**  
  
**WEST POINT**  
P.O. Box 487  
West Point, GA 31833

**Sign Permit Application**

**Section 1 – Site Information**

1. Address/Location of Site: \_\_\_\_\_
2. Zoning District: \_\_\_\_\_
3. How many signs will be installed at this site? \_\_\_\_ If more than one, please attach an additional copy of this form for each additional sign request.

**Section 2 – Contractor Information**

1. Contractor: \_\_\_\_\_ License# \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Section 3 – Property Owner Information**

1. Name: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Section 4 – Sign Information**

1. What is the square footage of the sign? \_\_\_\_\_
2. Type of sign: Wall \_\_\_\_\_ Monument \_\_\_\_\_ Window \_\_\_\_\_ Other \_\_\_\_\_

**Additional Requirements**

1. Please submit two (2) scaled site plan diagrams showing the site property boundaries, structures on the site, including the proposed sign location and adjacent right-of-way dimensions.
2. Please submit two (2) scaled elevation drawings showing the sign design, dimensions and layout. If wall sign, show sign location on building.

**Acknowledgements and Signature**

I certify that I have read this application and state that the above information is correct, and agree not to start the sign installation until this application has been approved.

I certify that I have the authority to request and sign for this permit as, or on behalf of, the property owner.

I agree to comply with the laws of this state and the zoning regulations established by the City of West Point, and any violation of these will cause immediate revocation of the sign permit.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Permit Approval & Fee**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Fee: \_\_\_\_\_