



SIGN APPLICATION REQUIREMENTS

1. Drawings are required for all signs. Photos that are to scale and have proper dimensions on them may be accepted. All signs over six feet tall will require a set of structural engineered drawings that have the engineers stamp affixed to the drawings.
2. All lighted signs must have UL manufactures number and UL number for each sign when the application is made.
3. Site plan which shows exact sign location, green area, lot dimensions, and property line setbacks are required.
4. All sign applications are required to have a zoning verification form attached. These are obtained from the Zoning Department, which is located in our building or you may call them at 706-236-5025.
5. Billboard permits require the state permit be issued and a copy provided before application for local permit.
6. Sign drawings require the following information:
 - a. Size of the sign
 - b. Size of the footing
 - c. Size of the support structure
 - d. Size of the face area
7. All applications and permits must of the following information:
 - a. Owner's name, address, and phone number;
 - b. Installer's name, address, phone number, and business license number;
 - c. Location of sign;
 - d. Installation date;
 - e. Price of the job;
 - f. Size of the sign with drawings to be attached to the office copy;
 - g. Type of sign;
 - h. Zoning information including setbacks;
 - i. Permit fee
8. All the above information will be attached to the City of Rome/Floyd County permit copy.
9. Please refer to the Unified Land Development Code (ULDC) Article 5 for Sign Regulations for the City of Rome and Floyd County at www.romefloyd.com.



SIGN APPLICATION

Owner: _____
Address: _____
Phone: _____

Installer: _____
Address: _____
Phone: _____
Business License Number: _____

Location of Sign: _____

Installation Date: _____

Cost of Construction: _____

Type of Sign: _____

Please attach drawings, zoning information including setbacks, and the permit fee.