

## **Sign permit application requirements**

### **Important links:**

<https://www.celebratedouglascounty.com/DocumentCenter/View/8692> (Sign Ordinance)

[GIS Map](#) (Property map – GIS Department)

[qPublic.net - Ownership](#) (Property information search)

<https://www.celebratedouglascounty.com/DocumentCenter/View/8690> Overlay Districts. This is to the Douglas County Unified Development Code on the Planning and Zoning Department Page. Overlay District requirements are found in Article 4, Section IV, Overlay Districts. Many properties throughout Douglas County are located in one of the overlay districts listed in this particular Article and Section; properties located in an overlay district are bound by the requirements in the Sign Ordinance as well as any additional requirements found in a particular overlay district.

### **Sign Ordinance sections commonly used for sign permit applications**

- Permanent freestanding signage: Section 708, subsections (a) through (c) depending on the type of freestanding signage being requested and Table 7.1
- Permanent miscellaneous freestanding signage: Section 709
- Permanent building signage: Section 708(d) and all subsections of 708(d) and Table 7.2
- Permanent manual or automatic changeable copy signage: Section 708(e)
- Temporary signage (labeled 'Additional Signage' in the Sign Ordinance): Section 710
- Prohibited signage: Section 705 and all subsections
- General requirements applying to all signs: Section 706
  - Sign setbacks: Section 706(d)
- Visibility clearance area: Section 706(e)

Freestanding signage with a sign face area greater than fifteen (15) square feet or any building signage with a sign face area greater than six (6) square feet shall be required to obtain a building permit through the Douglas County Building Department prior to any issued sign permit being released by the Code Enforcement Department.

Electrical signage, which is, in part, any signage containing internal or external illumination, shall be required to obtain an electrical permit through the Douglas County Building Department prior to any issued sign permit being released by the Code Enforcement Department.

The following lists provide the minimum document requirements for most, but not all, sign permit applications through the ePlan Solutions platform; be advised that some applications may require additional documentation beyond these minimum requirements, and the applicant would be informed of those additional documents through the 'Communication' section of the ePlan Solutions project.

These lists are summarized guidelines of the actual Sign Ordinance and do not override or take the place of the actual Sign Ordinance; the applicant should always refer to Section 711(c)(2), subsections (a) through (c) of the Sign Ordinance for more detailed and expanded information and explanations of these guidelines.

**An active and valid Occupational Tax Permit, very commonly referred to or known as a business license, shall be required for any permanent, and temporary in most instances, signage requested to be displayed or installed on a property where any business will be located. This also applies to buildings under construction for future business occupancy. The Planning and Zoning/Occupational Tax Department can be contacted at 770-920-7241 for additional information. In some instances, an Occupational Tax Permit can at least be in the process of being applied for through Occupational Tax to be considered to use in the application for a Sign Permit.**

**For all sign permit applications (Section 711(c)(2)(a):**

1. Location of the property either by property address, where applicable, or property parcel information if the property is a vacant or undeveloped lot without an assigned property address.
2. Land use category of the property as defined and located in Section 702 of the Sign Ordinance.
3. Letter of authorization to display signage on the property. Letter of authorization must be from the property owner, property manager, or tenant of the property and must contain legible, valid and verifiable contact information to include their name, address, telephone number and other relevant information.
4. Name and address of the person responsible for the sign, including telephone number. Other relevant contact information may be required at the County's discretion.

**For signs other than temporary signs, the requirements listed above for all sign permit applications must be met as well as these additional requirements (Section 711(c)(2)(b):**

1. An itemized list and keyed site plan at a suitable scale showing the location of all existing signs and sign structures currently on the property.
2. An itemized list and keyed site plan at a suitable scaled showing the location of all proposed signs to be located on the property and all existing signs proposed to be removed.
3. A scaled drawing with dimensions, specifications, specifying materials, illumination, character sizes, colors, and support systems for each proposed sign.
4. Estimated cost of construction for each proposed sign.
5. Any other information as may be reasonably required to determine compliance with all provisions of the Sign Ordinance.

**For temporary signs, the requirements for all sign permit applications must be met as well as these additional requirements (Section 711(c)(2)(c):**

1. A description of the temporary sign to be placed on the property, including its proposed location.
2. The time period the sign will be placed on the property, in writing, consistent with the durations allowed under Section 710 of the Sign Ordinance.
3. For portable signs, banners and festoons, written and graphic evidence of compliance with all requirements of Section 710(f) of the Sign Ordinance.
4. A scaled drawing with dimensions and specifications, specifying materials, illumination, character sizes, colors, and support systems for each proposed sign.
5. Any other information as may be reasonably required to determine compliance with all provisions of the Sign Ordinance.