



Sign Permit Application

Any applicant wishing to erect signage for a special event must complete the following form. A deposit according to the following scale shall be submitted at the time a permit is issued. The fee is refundable only upon submittal of an affidavit that all signs associated with the event have been removed. **Such affidavit must be submitted within seven (7) days of the conclusion of the event, or the deposit shall be forfeited.** It is the responsibility of the applicant to contact the City of Stonecrest for the appropriate affidavit and have it signed and dated within the allotted seven days to receive the refund.

Zoning Schedule of Fees

PERMIT TYPE	PERMIT SUBTYPE	FEE
Banner Permit		\$25.00
Wall Sign	Under 50 square feet	\$50.00
	50 to 100 square feet	\$75.00
	Over 100 square feet	\$100.00
Ground Sign	Under 50 square feet	\$100.00
	50 to 100 square feet	\$150.00
	Over 100 square feet	\$200.00
Directional Sign/Wayfinding Signs	General	\$100.00
Special Event Sign	Per sign	\$100.00
All Other Sign Permits		\$100.00



Sign Permit Application				
Check one:				
	Banner		Sign	
				Special Event

Applicant Information	Applicant's Name:		Phone:		
	Applicant's Address:		Email:		
	Type of Event:		Zoning District:		
Special Event	Event Name:		Type: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Other		
	Event Date (include start and end date):				
Sign Description	Location Address	Start/EndDate* <small>*for signs</small>	Material	Size (sf)	Quantity
Additional information:				Total	
Property Owner/Agents' permission to install and maintain signs? <input type="checkbox"/> Yes <input type="checkbox"/> No					
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 Stonecrest Zoning and Sign Ordinance and/or the provisions regarding Special Events, including the forfeiture of the sign deposit if an accurate affidavit is not submitted within seven (7) days of the conclusion of the event. 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(s) or sign structure(s).</i>				
	Applicant's Name:				
Applicant's Signature:				Date:	
Staff	Staff Only				
	Received by:		Decision:		Date:
	Permit Number:			Permit Issued Date:	