

City of Kennesaw
Code Enforcement
2529 J.O. Stephenson Ave.
Kennesaw, GA 30144
770-590-8268



SIGN PERMIT APPLICATION

Date Received: _____
Staff Initials: _____

SIGN PERMIT # _____

Type of Sign – Check One

- Free Standing Sign
- Canopy/Wall/Awning Sign
- Residential Subdivision/Development Sign
- Non-residential Used in Residential District Sign
- Semi-Permanent Directional Signs (SPDS)
- Other _____

All Applications Must Include:

- Copy of Site Plan with Sign Location and Dimensions
- Copy of Sign Quote
- Permission Letter from Property Owner
- Copy of Tenant's City Business License & Certificate of Occupancy
- HPC Approval (If Applicable)

NOTE: CITY BUSINESS LICENSE REQUIRED BEFORE SIGNAGE INSTALLATION

Business Name/Wording on Sign: _____

Address of Sign: _____ Location of Sign: _____

Land Lot #: _____ Parcel #: _____ Zoning: _____ Historical District: YES _____ NO _____

Property Owner: _____ Phone #: _____

Business/Sign Owner: _____ Phone #: _____

Address: _____ City/State: _____

Installing Contractor: _____ Phone #: _____

Address: _____ Business License #: _____

Cost of Sign: \$ _____ Material of Sign: Metal Wood Neon
 Plastic Other _____

SIGN:

Height _____ ft Width _____ ft Base Height _____ ft
Store Frontage _____ ft Lot Size _____ acres Road Frontage _____ ft

The owner/agent agrees to conform to the City of Kennesaw Sign Ordinance effective 4/19/04 as amended.

Signature of owner/agent: _____ Date: _____

FOR OFFICIAL USE ONLY

Footing Inspection: YES NO **Electrical Permit:** YES NO

If **YES** Footing structure plans required UL # _____

Building Official: _____

Permit Fee: \$ _____ Tech Fee \$ _____ **Total \$** _____ Cash: Credit Card Check: # _____

Issued/Denied: _____ City Zoning Staff Date: _____

CONSISTENT WITH THE UNITED STATES CONSTITUTION AND THE RELIGIOUS LAND USE AND INSTITUTIONALIZED PERSONS ACT OF 2000, THE CITY OF KENNESAW DOES NOT DISCRIMINATE ON THE BASIS OF RELIGION IN THE APPLICATION OF ITS LAWS, POLICIES, OR PROCEDURES, INCL

Under the Religious Land Use and Institutionalized Persons Act of 2000 (“RLUIPA”), no government, including the City of Kennesaw, may apply its zoning or land use laws in a manner that imposes a substantial burden on the religious exercise of a person, including a religious assembly or institution. RLUIPA also provides that no government, including the City of Kennesaw, may apply a land use regulation in a manner that treats a religious assembly or institution (a church, for example) on less than equal terms than a nonreligious institution or assembly (a day care center or movie theater, for example). Finally, RLUIPA provides that no government, including the City of Kennesaw, may impose or implement a land use regulation in a manner that discriminates against a religious assembly or institution.

If you believe that the City of Kennesaw, or any other local government or municipality, has discriminated against you in the implementation of its zoning or land use laws, please contact the United States Department of Justice at:

**United States Department of Justice
Civil Rights Division
Housing and Civil Enforcement Section
950 Pennsylvania Ave. N.W. –G St.
Washington, DC 20530**