



City of Riverdale Department of Community Development
 Building & Permitting Services
 971 Wilson Road
 Riverdale, GA 30296
 770-909-5472
 www.riverdalega.gov

Sign Permit Application

APPLICANT INFORMATION		
Name:		
Applicant is the: Contractor Engineer/Architect		
Address:		
City:	State:	Zip:
Contact Name:		
Phone:	Email:	
OWNER INFORMATION		
Name:		
Address:		
City:	State:	Zip:
Contact Name:		
Phone:	Email:	
Type of Sign (Cost Per Sign)		
<input type="checkbox"/> Wall (\$200.00)	<input type="checkbox"/> Monument (\$300.00)	<input type="checkbox"/> *Panel Change (\$100.00)
*monument signage only pole signs are prohibited		
<input type="checkbox"/> Temp. Sign/Banner (\$100.00)		
For Temp Signs:		
Date sign will be displayed:	Date Removed:	Building Height:
Building Use:	Property Zoning:	
<p>Please attach a site plan for the area**Site Plan of the sign location and sign plans/drawings. Plan must be drawn to scale and must include: (a.) all existing signage on site (b.) all existing buildings, structure front side dimensions and (c.) Monument signage base landscaping.</p>		

Official Use Only: _____ Date Received _____ Date Complete _____ Permit #



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APPLICANT'S CERTIFICATION

To the best of my knowledge, this sign application form is correct and complete. If additional materials are determined to be necessary, I understand that I am responsible for filing additional materials as specified by the City of Riverdale Zoning Ordinance and/or City Code.

Signature of Applicant

Date

Type or Print Name and Title

Signature of Notary Public

Date

Notary Seal

****Note: Only the Property Owner, Architect, Engineer, or General Contractor should sign this application.**

EXCEPTION: An Authorized Agent may also sign, when an Authorized Permit Agent Form is completed on behalf of a State of Georgia licensed contractor. Before signing, please carefully read the statements below. I do solemnly swear that the information on this application is true, and that no false or misleading statement is submitted herein to obtain this Permit.

I understand that if I provide false or misleading information in this application, I may be subject to criminal prosecution and/or immediate revocation of this Permit issued as a result of this application. I understand that I must comply with all City ordinances and regulations. I hereby agree to provide any clearance(s) and/or inspection report(s) required prior to the issuance of a Permit. I agree to exonerate, indemnify and save harmless the City from and against all claims or actions, and all expenses incidental to the defense of any such claims, litigation, and actions, based upon or arising out of damage or injury (including death) to persons or property caused by or sustained in connection with any work performed under the Permit issued as a result of this application.

PLEASE NOTE: Inspection are conducted on Monday, Wednesday and Fridays, they must be called in at least 24 hrs. in advance. All fees must be paid prior to issuance. Re-inspect fee: \$75.00.

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