

LEE COUNTY PLANNING, ZONING & ENGINEERING

102 Starksville Avenue, North

Leesburg, Georgia 31763

Telephone: 229-759-6000 Fax: 229-759-6050

Available on website: [www.lee.ga.us](http://www.lee.ga.us)

The application for sign permit may be submitted electronically to [amanda.nava@lee.ga.us](mailto:amanda.nava@lee.ga.us)  
OR hand delivered to the address listed above.

APPLICATION FOR SIGN PERMIT

Sign Permit #: \_\_\_\_\_ Map/Block/Parcel: \_\_\_\_\_

Location of Sign:  Leesburg  Smithville  Lee County Zoning District: \_\_\_\_\_

Street Address: \_\_\_\_\_

Location of Sign:  Ground Mounted  Building/Wall Mounted Cost: \$ \_\_\_\_\_

Type of Sign:  Ground  Wall  Banner  Flag

Characteristics (check all that apply):

Permanent  Temporary  Non-Illuminated  Illuminated (Incandescent, Neon, LED, Other)

**\*\*If the sign is illuminated, please include the electrician's name and contact information\*\***

Electrician (if applicable): \_\_\_\_\_ Phone number: \_\_\_\_\_

Property Owner or Lessee:

Name: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email address: \_\_\_\_\_

Contractor:

Name: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ License No.: \_\_\_\_\_

Architect or Engineer:

Name: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Scope:  New  Sign Face Replacement  Relocate

Size: Width \_\_\_\_\_ Height \_\_\_\_\_ Height above Ground \_\_\_\_\_ Area of Sign \_\_\_\_\_

Area of Existing Signs \_\_\_\_\_ Total Area of Signs \_\_\_\_\_ Total Allowable Area \_\_\_\_\_

Message on Sign: \_\_\_\_\_

Are there any existing signs on the building or property? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain what will happen with these existing signs: \_\_\_\_\_

*Please include a site plan, and a drawing of the proposed sign. The drawing shall show dimensions, construction specifications, and sufficient details to clearly illustrate the entire scope of work, including any required electrical work. There may be circumstances such that in order to protect the health, safety and welfare of the public, the drawing shall be required to be prepared, sealed, and signed, by an architect or engineer duly licensed by the State of Georgia. This will be determined by the Chief Building Official, on a case by case basis.*

Signature of Applicant: \_\_\_\_\_ Application Date: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email address: \_\_\_\_\_