



## TEMPORARY SIGN/BANNER PERMIT APPLICATION

City of Elberton  
203 Elberton Street  
Elberton, Georgia 30635  
706-213-3116

PERMIT NUMBER \_\_\_\_\_

### Applicant Information:

Name(s): \_\_\_\_\_ Telephone#: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Sign Information:

Location of signs: \_\_\_\_\_ Elberton, GA 30635

Duration of Temporary Sign: \_\_\_\_\_ Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Describe temporary event: \_\_\_\_\_

Name of sign company: \_\_\_\_\_

Number of signs: \_\_\_\_\_ Size of Signs: \_\_\_\_\_

Type of Sign(s): \_\_\_\_\_ Portable \_\_\_\_\_ Banner \_\_\_\_\_

**Accurate sign plan(s) and details must be attached to application.**

**THERE IS NO FEE FOR TEMPORARY SIGN/BANNER. HOWEVER, REQUIRED DOCUMENTATION LISTED ON THE PERMIT APPLICATION CHECK LIST IS STILL MANDATORY PRIOR TO PERMIT ISSUANCE.**

I understand that I remain responsible for all permit conditions, fees, and work performed at the site location above. I certify that the information provided is true and accurate to the best of my knowledge.

I also understand it is my responsibility to remove all temporary signs on any property upon the termination of the event. See back page of permit application for excerpts.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PERMIT FEE SCHEDULE:**

TYPE	DESCRIPTION	Fee	Quantity	Total Due
Temporary Sign/Banner	No Fee	\$0.00		
			<b>Total Due</b>	

**PERMIT APPLICATION CHECKLIST:**

The following list of documentation is required before a permit will be issued. Incomplete forms will not be processed and will delay permit issuance. Please return this form with all permit application submittals. All documents must be legible.

- Completed and signed permit application(s)
- E-Verify Affidavit (Pursuant to O.C.G.A. 36-60-6(d) required for professional contractors only)
- SAVE Affidavit (Pursuant to O.C.G.A. 50-36-1(E)(2) required for professional contractors and homeowners (self-work))
- Other as stated on permit application

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Information above received by Zoning Department:

Acknowledgement by: \_\_\_\_\_ Date: \_\_\_\_\_

**See Code of Ordinances and Regulations, Chapter 22, Article 13, Signs  
(Sec. 22-13-8) Temporary Signs**

**Temporary Event; Defined.** A temporary event is an activity having a specific duration or the end of which is related to a specific action, usually lasting for only a few days or months at a time. Temporary events include but are not limited to such activities as:

- The offering of a property or premises for sale or rent.
- An election, political campaign, referendum, or ballot proposition put to the voters as part of city, city, state, or federal governance.
- Special business promotions, such as but not limited to "grand openings," "close-out sales," and seasonal sales events.
- A yard sale.
- The construction of a building or development project, or the rehabilitation, remodeling, or renovation of a building.
- A special event by a nonprofit organization.

**Duration of Temporary Signs.** Temporary signs may be placed on any property upon initiation of a temporary event, and must be removed upon the termination of the event. Initiation and termination of particular events shall be interpreted as follows:

- *Sale or Lease of a Building or Premises.* Initiation upon the availability of the building or premises for sale or lease, and termination upon the closing of the sale or execution of the rental agreement.
- *Building Construction or Remodeling.* Initiation upon issuance of a building permit authorizing the construction, interior finish or remodeling, and termination within 7 days after issuance of the Certificate of Occupancy.
- *Residential or Nonresidential Subdivision or Condominium under Development.* Initiation upon preliminary plat or site plan approval by the City. Termination upon the sale of the last lot, dwelling unit or building, or at the end of 12 continuous months during which no building permits have been issued for new construction within the development, whichever occurs first.
- *Election or political campaign.* Initiation upon the opening day of qualification of candidates, and termination within 10 days after the election of all candidates to office or resolution of all ballot questions put to the voters in the election.
- *Special Business Promotion.* Initiation upon announcement of the special sale or sales event, and termination upon its completion or 60 days after initiation, whichever occurs first. Business promotion signs may not be approved more often than twice each calendar year.
- *Yard Sale.* Initiation five days prior to the announced date of the sale, and termination at the end of the announced date.
- *Public Announcement.* Initiation upon the placement of the sign and termination within 30 days after such placement, unless placed as a weekend sign conforming to Section 22-174(i).
- *Other Temporary Events.* The initiation and termination dates for any temporary event not listed above shall be determined by the Building Inspector for each temporary event.