



# SIGN APPLICATION

Building Inspection  
607 Broad Street  
PO Box 1433  
Rome, GA 30161  
706-236-4481

Applications will **NOT** be reviewed without the following **REQUIRED DOCUMENTS**:

1. Completed application.
2. Freestanding, billboard, & monument signage: a site plan showing the exact placement of the sign with the setbacks from property lines and right-of-way. **Signs six (6) feet & over require stamped engineered drawings.**
  - a. All signage photos/drawings must have correct dimensions of the sign(s).
  - b. Refacing of freestanding & monument sign(s) will need a before/after photo.
3. Wall signage: the dimensions of the sign(s) and the length of the wall(s) the sign(s) will be placed upon. Wall signage will need an engineered design plan for attachment to the wall.
4. Historic District Signage will need approval from the Historic Preservation department before a permit can be issued. Please contact the Planning & Zoning Department at 706-236-5025 for assistance.
5. Billboards will need an approved billboard permit from the State of Georgia Department of Transportation (GDOT) before a sign permit can be issued. Billboards being modified for electronic faces will need an engineer's report for the structure and footing.

The Sign Ordinance can be found in Article 5 of the Unified Land Development Code (ULDC)

<http://rome.ga.us/285/Planning-Zoning>

**Date:** \_\_\_\_\_

**Business Information**

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

Phone: \_\_\_\_\_

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

**Property Owner:** \_\_\_\_\_

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

**Sign Company/Installer**

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

Phone: \_\_\_\_\_

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

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

**Installation Date:** \_\_\_\_\_

**Construction/Job Cost:** \_\_\_\_\_

An electrical permit will need to be purchased by a licensed electrician for any electrical work.

Please email application and all documents to [jfranks@rome.ga.us](mailto:jfranks@rome.ga.us) and [jmartin@rome.ga.us](mailto:jmartin@rome.ga.us)