



Permanent Sign Permit Application

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Updated **DEC 2025**

NOTICE TO APPLICANTS

Permit void if sign is not installed with 180 days from the date of issuance. Sign shall be installed at least ten (10) feet from all underground utilities. For freestanding signs: Attach site plan showing existing utilities and proposed sign location, engineered sign drawing/design, installation specifications, and electrical calculations and specifications. Signs shall be at least ten (10) feet from all underground utilities and must be designed to withstand the wind speeds per the current Building Code, as mandated by the Georgia Department of Community Affairs. Inspections may be scheduled at www.pooler-ga.gov.

The following must be attached to the completed application form:

- Dimensional scale drawing of each sign
- Elevation of each sign, including colors and materials
- Utility plan showing proposed sign with underground utilities
- Site plan, showing proposed sign
- Wind pressure information for signs greater than 35' square feet
- Nationally Recognized Testing Laboratory (NRTL) certification for changeable copy signs, if applicable
- Federal Aviation Administration (FAA) "Determination of No Hazard to Air Navigation, if applicable

OFFICE USE ONLY

Date Received: _____	Permit Number: _____
Date Approved: _____	Permit Fee: _____
Inspector: _____	Permit Valid: _____

Applicant Information

Site Address _____

Type of Sign _____

Size and Height of Sign _____

Number of Signs _____

Estimated Cost _____

Sign Contractor _____

Contractor Business License _____

Sign Contractor Email _____

Sign Contractor Phone _____



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Sign Contractor Mailing Address

Owner of Property

Owner of Property Mailing Address

Owner Email Address

Owner Phone

Affidavit

I hereby apply for a permit to erect/install a sign in accordance with the City of Pooler Zoning Ordinance and Building Code (Chapter 66 – Sign Regulations).

Applicant Name

Applicant Signature

Date



Property Owner Authorization (Building)

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Updated **NOV 2024**

Authorization

Completion of this form is required for all of the following applications:

☐ Building Permit – Commercial ☐ Building Permit – Misc. ☐ Fire Prevention Permit ☐ Sign Permit - Permanent

I authorize the person named below to act as Applicant in pursuit of the use(s) checked above.

Applicant/Agent Name	Email	Phone
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Applicant/Agent Address

I swear that I am the owner of the property, which is the subject matter of the attached application, as shown in the records of Chatham County, Georgia, and that the information contained in this authorization is true and correct to the best of my knowledge and belief.

Property Address

Owner Name	Owner Signature	Date
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Notary Public

Subscribed and Sworn This Day Of

Notary Name	Notary Signature	Commission Expiration
		Seal