



Section 230-5 Sign Permit Requirements

Except as specifically exempted from the provisions of this chapter, it shall be unlawful for any person to post, display, substantially change, or erect a sign without an approved sign permit except as otherwise specifically provided in this Chapter. A change of only the copy of a sign shall not constitute a substantial change. This section shall not require a sign permit for the repair or maintenance of a conforming sign for which a permit has already been issued, so long as the sign is not modified in any way from its original condition. A permit shall be required for any new or existing business changing the number, size, shape or location of existing signs. Sign permits for any permanent sign shall only be issued to a licensed contractor or other person approved by the Director.

(A) **Application.** All applications for sign permits shall be submitted to the Planning and Zoning Division on forms provided by the City. The application shall set forth in writing a complete description of the sign and shall include, but not be limited, to the following information:

- (1) Name(s), address(es) and telephone number(s) of the sign owner(s).
- (2) Name, address and telephone number and business license number of the sign contractor or installer.
- (3) Name(s), address(es) and telephone number(s) of the owner(s) of the lot or parcel on which the sign is located, if different from the above.
- (4) Tax map and parcel number, street address and current zoning of the property location for the proposed sign. In the absence of a street address; a method of location acceptable to the director shall be used.
- (5) Scale plan and elevation drawings of the proposed sign indicating all applicable layout dimensions, including the sign's relation to property lines, streets, rights-of-way, driveways, and other structures.
- (6) The type of sign to be erected, along with the height, shape, and overall size of the sign and its graphics. In the case of a wall sign, this will also include the building frontage and wall dimensions of the wall on which the sign will be placed.
- (7) The street frontage of the parcel on which a free-standing sign is to be placed.
- (8) Landscaping plan for area around the sign, when applicable.
- (9) Construction drawings outlining the scope and structural details of the work to be complete, including details of all connections, guy lines, supports, footings, mounting hardware, and materials to be used.
- (10) Structural Design (if applicable). Freestanding signs that exceed 100 square feet in area and exceed 25 feet in height above grade, shall require structural drawings certified by a Georgia registered design

professional. At the Building Official's discretion, such drawings may also be required for smaller signs in the case of unusual design situations. Structural drawing(s) plan review requirements are as follows:

(a) Drawings for each sign structure shall clearly specify the required materials, sizes, and locations for all structural components. Complete details shall be provided that clearly indicate the required connections between all structural components including anchorage to the foundation. Details shall also indicate required attachments of sign cabinets to the supporting structure.

(b) Sign foundation requirements shall be clearly indicated on the drawings including, but not limited to, footing size and reinforcement, 28-day compressive strength of concrete, anchor bolt size and embedment depth.

(c) Drawings for signs that require design by a Georgia registered professional engineer shall contain the following additional minimum design data:

- i. Statement on drawings that the design complies with the International Building Code;
- ii. Statement on drawings that the wind load design complies with ASCE 7 (minimum design loads for buildings and other structures);
- iii. Basic wind speed (minimum 100 MPH 3-second gust or 85 MPH sustained), design wind pressure (PSF), exposure category (B);
- iv. Minimum required soil bearing capacity (PSF);
- v. Structural material specifications (including but not limited to ASTM designation, yield strength (SKI), and material grade, if applicable).

(11) Electrical permit, if applicable, as follows:

(a) Drawings for each illuminated sign shall clearly indicate the electrical requirements including the size and location of the electrical disconnect, the type and size of wire, the conduit size and estimated load.

(b) Electrical installations shall meet the requirements of the National Fire Prevention Association, National Electrical Code and must be performed by a Georgia licensed electrician.

(12) Written agreement to indemnify and hold the City harmless for all damages, demands or expenses of every type which may in any manner be caused by the sign or sign structure.

(13) Other administrative or technical information needed as may be determined by the Director in the performance of his or her duties.

(B) Fees. Sign permit fees shall be in accordance with the adopted fee schedule of the City of Valdosta.

(C) Permit Issuance and Duration. The Community Development Department shall issue to any applicant, upon approval of a completed application and accompanying material for a sign which meets the requirements of this Chapter 230, a written sign permit evidencing compliance with all applicable codes and regulations. The written sign permit, or notification of denial, shall be made available to the applicant

within 5 working days from the date of application. A sign permit shall expire and become null and void if installation of the sign has not been completed within 6 months from the date of issuance. Issuance of a sign permit shall not prevent the City from later declaring the sign to be nonconforming or unlawful if it is found not to conform to the requirements of this ordinance.

Section 230-8 Signs Not Requiring a Permit

The signs listed in this section do not require a permit, except as otherwise provided; given that each is erected in accordance with the prescribed conditions of the LDR and all other applicable codes and regulations of the City of Valdosta. These signs are allowed in addition to signs requiring permits.

(A) Signs required by public ordinances, regulations, and laws.

(B) Building markers, security signs to include alarm and video monitoring, and other small incidental signs at the discretion of the Zoning Administrator.

(C) In residential districts, either one window sign not to exceed 2.5 square feet, or one freestanding incidental sign per parcel on private property, not exceeding 3 feet in height, two and one-half (2.5) square feet in area. In non-residential districts, such signs shall not exceed 6 square feet and 4 feet in height.

(D) Each lot shall be allowed a maximum of three (3) flags and flag poles that conform to the standards of this paragraph. No flag may exceed 60 square feet in area, and the height of a flagpole shall not exceed the maximum allowable height of a structure or building in the applicable zoning district, or 40 feet, whichever is less. The hoist side of the flag shall not exceed 20% of the vertical height of the flagpole.