

## BANNER PERMIT GUIDELINES

### Permit Submittal Requirements

Apply for a Banner permit with items listed below through the Customer Self-Service (CSS) Portal -  
[https://selfservice.johnscreekga.gov/EnerGov\\_Prod/SelfService#/home](https://selfservice.johnscreekga.gov/EnerGov_Prod/SelfService#/home)

A completed banner permit application must include:

1. **Banner Drawing**

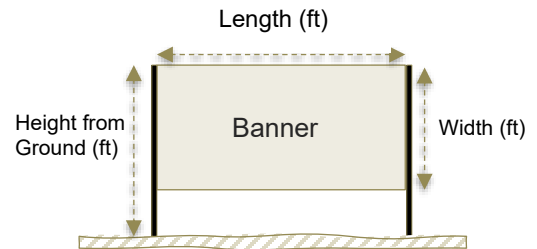
- A drawing/photo, showing the banner's length and width.
- For ground-mounted banner, include its height from the ground.
- For wall-mounted banner, provide an elevation of the building wall with the banner.

2. **Site Plan** (*if the banner is mounted on the ground*)

- Street address of the property where the banner will be placed.
- Proposed location of the banner on the property.
- Distance from the banner location to the Right-of-Way (property line). A minimum 10-foot setback from the property line is required.

3. **Business License**

- A copy of an active City of Johns Creek business license (if applicable).



### Definition

- **Banner.** A sign other than a flag with or without characters, letters, illustrations or ornamentation applied to cloth, paper, or fabric that is intended to be hung either with a frame or without a frame. Neither flags nor canopy signs are considered banners.

### Banner Permit Guidelines

- Banners are allowed for a period not exceeding fourteen (14) days, with no more than four (4) such fourteen (14) day periods being permitted per calendar year. A banner period may be broken into two (2) non-consecutive one (1) week banners, provided dates are given at time of application.
- Banners shall **not** be more than thirty-two (32) square feet (height of banner × length of banner).
- No banner shall be mounted so as to extend above the horizontal plane of the roof where the building wall and roof meet or shall not extend more than five (5) feet above grade when on the ground.
- Banners must be set back at least ten (10) feet from the Right-Of-Way (property line).
- Banners shall be erected with supports or other means so that they do not sag or become dilapidated.
- **Commercial Zoning Districts:** In the case of lots which contain multiple Places of Business (i.e. shopping centers/strip malls), each Place of Business shall be allowed a banner.
- **Residential Zoning Districts:** During the months of May and June, banners in residential zoning districts do not require a permit. However, the fourteen (14) day period shall count toward the maximum four (4) fourteen (14) day periods allowed per year.

### Applicable Fees

<b>BANNER</b>	\$50 for 2 weeks; \$100 for 4 weeks; \$150 for 6 weeks; \$200 for 8 weeks	
<b>ADMINISTRATIVE FEE</b>	Added to all permit fees, except for land use petitions and variances	\$50