



11360 Lakefield Drive, Johns Creek, GA 30097

www.JohnsCreekGA.gov | 678-512-3200

SIGN PERMIT GUIDELINES

Instructions

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

Freestanding/Monument Sign Permit Submittal Requirements

1. Submit a site plan (in PDF format) to scale showing the street address of the property upon which the sign is to be located, the proposed location of the subject sign on the subject property, the distance of the proposed sign from the subject property's boundaries, and all existing structures or buildings on the subject property.
2. Submit a drawing (in PDF format) illustrating sign details, including a proposed color scheme of sign, scaled elevation of the size and height of the proposed sign from ground level and adjacent street level.
3. The aggregate area and copy area for all signs on the parcel.
4. The owner(s) of the property or his/her agent must grant the applicant permission for the placement, maintenance, size, and height of the subject sign to be placed on the property. The sign permit application **CANNOT** be accepted without the property owner's consent.
5. If an existing sign is to be removed, please complete and submit the "*Existing Signage Removal Affidavit*" with the sign permit application.

Wall and Canopy Sign Submittal Requirements

1. Submit building elevations (in PDF format) with width & height dimensions of the tenant frontage or tenant space frontage where the sign is proposed to be located.
2. Submit drawings (in PDF format) showing sign details, including a proposed color scheme and scaled elevation of the proposed sign.
3. The square footage of the proposed wall sign. The wall sign area shall be computed as the area within the smallest rectangle enclosing the limits of a sign face, together with any sign face cabinet or frame or material, texture, or color forming an integral part of the sign face used to differentiate the sign face from the structure upon which it is placed.
4. The owner(s) of the property or his/her agent, must sign-off on the application, granting the applicant permission for the placement, maintenance, size, and height of the subject sign to be placed on the property. The sign permit application **CANNOT** be accepted without the property owner's consent.
5. If an existing sign is to be removed, please complete and submit the "*Existing Signage Removal Affidavit*" with the Sign Permit application.

For additional information, guidelines and sign regulations, please review ARTICLE 33 - SIGNS of the City's Sign Ordinance by following this link: <https://johnscreekgga.b-cdn.net/app/uploads/2025/01/O2025-01-02-An-Ordinance-to-Amend-the-Sign-Regulations-Approved-1.13.2025.pdf>.

Definitions

Awning/Canopy Sign. Any sign that is a part of, or attached to, an awning, canopy or other fabric, plastic or structural protective cover over a door, entrance, window, or outdoor service area. A marquee is not a canopy. For one-story buildings, awning signs shall not be higher than the roof line. For multi-story buildings, awning signs shall not be higher than the spandrel zone between the first and second floor openings.

Copy. The characters, symbols, graphics, images, letters, words, writing, and/or information or advertising display on a sign surface.

Copy Area. The area in square feet of the smallest rectangle enclosing the actual copy of a sign.

Wall Sign. Any sign attached parallel to a wall, painted on the wall surface or erected and confined within the limits of an outside wall of any building or structure, which is supported by such wall or building and which displays only one sign surface. No wall sign shall extend more than six (6) inches from any wall, building, or structure.

- Each Place of Business is allowed a maximum of two wall signs. A wall sign shall be no greater than one and one-tenth square foot (1.1 sq. ft.) of sign area per one linear foot (1 ln. ft.) of tenant space frontage or twenty square feet (20 sq. ft.) if the tenant space frontage is less than twenty feet (20 ft.) wide. No wall sign shall exceed one hundred (100) square feet in sign area.

Freestanding Sign. Any sign supported by structures or supports that are placed on, or anchored in the ground, and that are independent from any building or other structure. A permanently affixed sign which is wholly independent of a building for support with a base of a width not less than the width of the sign face. The base of the sign face shall be flush with the supporting base, and the supporting base shall be flush with the ground and extend the full width of the sign. Except for subdivision entrance signs, freestanding signs may not be constructed before the principal building is on a lot.

- Freestanding sign structure/base materials shall be constructed of brick or stone with a base of at least two (2) feet in height. Any sign panels on a sign shall have a uniform background color and material. All freestanding signs shall display the property address in numbers at least six (6) inches in height but not more than twelve (12) inches in height. The numerical address shall not be considered part of the sign face and shall not count against the allowable sign square footage (Article 33, Section 26.E.).

Tenant Frontage or Tenant Space Frontage. The horizontal distance in feet between the left side wall and the right side wall or building end wall of a tenant space fronting on a street.

Applicable Fees

Sign Permits		
WALL SIGN	\$100	
FREESTANDING / MONUMENT SIGN	\$250	
ADMINISTRATIVE FEE	Added to all permit fees, except for land use petitions and variances	\$50



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EXISTING SIGNAGE REMOVAL AFFIDAVIT

This affidavit must be completed if existing signage must be removed in order to be authorized for any new signage. Please complete this affidavit, attach it to your Sign Permit application, and submit it to the City of Johns Creek, Community Development Department.

Project/Business Name _____ Unit/Suite/Phase _____

Sign Permit Number _____ Business License Number _____

The signers of this affidavit hereby acknowledge that any existing signs that must be removed to qualify for new or additional signage must be removed prior to completion of new signage as authorized by the issuance of the Sign Permit.

Property Owner

Property Owner's Printed Name _____

Property Owner's Signature _____ Date _____

Business Owner/Representative

Business Owner's Printed Name _____

Business Owner's Signature _____ Date _____

Sign Contractor

Sign Contractor's Printed Name _____

Sign Contractor's Signature _____ Date _____