

## SIGN & BANNER PERMIT APPLICATION

**CITY OF RINCON**  
 Planning & Development Department  
 302 S Columbia Avenue  
 Rincon, GA 31326  
 P: 912-826-5996 F: 912-826-2083  
 www.cityofrincon.com



**DATE RECEIVED:** \_\_\_\_\_

**PERMIT #:** \_\_\_\_\_

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

Parcel #: \_\_\_\_\_

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

Sign Value: \_\_\_\_\_

Square Feet of Sign\*:

\*Total square feet if more than one sign, or if the sign is double sided.

### OWNER INFORMATION

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

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

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

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

City/State/Zip Code: \_\_\_\_\_

### SIGN CONTRACTOR INFORMATION

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

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

Contact Person: \_\_\_\_\_

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

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

City/State/Zip Code: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Owner**

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

\_\_\_\_\_  
**Signature of Sign Contractor**

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

**Approved By:** \_\_\_\_\_ **Date Issued:** \_\_\_\_\_

#### SUBMITTAL REQUIREMENTS

- Copy of Sign Contractor's Business License
- Sketch of sign drawn to scale showing pertinent information
- If the sign is electrical, an Electrical permit application is required

#### SIGN FEES

Sign Permit: \$100.00 + \$2.00/sf  
 Temporary Sign Permit: \$75.00  
 Billboard: \$500.00

**Note: Incomplete applications will not be processed.**

Updated 12/2023