

# **In order to obtain a permit for construction of a sign you must have the following:**

- 1. Zoning Approval from the Liberty Consolidated Planning Commission.***
- 2. The dimensions of the face of the sign.***
- 3. A drawing of the sign and the details for the anchoring or the foundation of the sign.***
- 4. A copy of the sales contract showing the cost of the sign.***
- 5. A copy of the DOT permit if located on a state highway.***
- 6. A copy of an approved plat of the property.***
- 7. A plot plan showing where the sign is going to be located in relation to other buildings on the property and how far it is off the property lines.***
- 8. If any electrical work is to be done we need a copy of the electricians state and business license.***
- 10. Building application page , contractors page, and affidavit sheet filled out.***

## **Important Phone Numbers**

Liberty County Building & Licensing Department- (912) 876-8454

Liberty Consolidated Planning Commission- (912) 408-2030

**Quick Check:** Do you have the following, if not **do not** attempt to turn this application in to our office!!

- Zoning Approval Sheet
- Building Application Sheet Completed
- Copy of DOT Permit
- Copy of Sales Contract
- Copy of approved plat
- Copy of plot plan
- 2 Complete sets of plans with a foundation or anchoring plan.
- Copy of general contractors business license
- Copy of electricians state and business license
- Copy of concrete contractors business license

**Liberty County Building and Licensing Department  
Building Application**

**Owner/Applicant:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

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

**Telephone #:** \_\_\_\_\_

**Contact Name & Telephone #:** \_\_\_\_\_

**Contractor: \*General:** \_\_\_\_\_

**\*Electrician:** \_\_\_\_\_

**Class of Work:**  Commercial  Industrial

**Description of work to be done:**  New  Addition  Alteration  Repair  Demolish

**Type of Business:** \_\_\_\_\_

**Map & Parcel #** \_\_\_\_\_ **Lot #:** \_\_\_\_\_ **Zoning:** \_\_\_\_\_ **Flood Zone:** \_\_\_\_\_

**Total Sign Height:** \_\_\_\_\_

**Square Feet: Face of Sign:** \_\_\_\_\_

**Overall Width of Sign:** \_\_\_\_\_

**Overall Depth of Sign:** \_\_\_\_\_

**Please attach the following:**

- Zoning Approval Letter
- Copy of DOT Permit
- Copy of Sales Contract
- Copy of Plat
- Copy of Plot Plan with measurements from road & right of way
- 2 Complete Sets of Plans with foundation or anchoring detail
- Copy of General Contractor & Concrete Contractors Business License
- Copy of State and Business License for Electrician

<p><b>FOR OFFICE USE ONLY</b></p> <p><b>Director Approval:</b></p> <p>_____</p> <p><b>Date:</b> _____</p> <p><b>Inspector Approval:</b></p> <p>_____</p> <p><b>Date:</b> _____</p>
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