



CITY OF CANTON SIGN PERMITTING PROCESS

Temporary Sign Application Procedures

1. Submit written permission from the owner of the property on which the sign is to be placed.
2. Submit a Temporary Sign application with the following information completed.
 - a. Applicant contact information
 - b. Applicant's signature, printed name and date
 - c. Sign location information
 - d. A description of the anchoring method to be used
 - e. Sign size in square feet
 - f. The text on the sign
 - g. Type of temporary sign requested.
3. The Sign application can be submitted using our online permitting software or the completed application and written permission can be mailed to 110 Academy St. Canton, GA 30114, or hand deliver to City Hall Permitting Office.

The total process from application to issuance of the permit is typically within 1 week.

Permanent Sign Procedures

If your sign is to be placed in the Canton Historic District, you must first make application to the Historic Preservation Commission for review and approval.

Submit the following (with approval from the Historic Preservation Commission if applicable)

1. Submit written permission from the owner of the property on which the sign is to be placed or a copy of your lease if it gives permission to install signs
2. Color graphical representation of the sign drawn to scale showing the exact dimension of the sign area and the height above grade for freestanding signs.
3. For monument or freestanding signs, A site plan to scale indicating the exact location of the sign, exact distance from the sign to back of curb, edge of pavement, and/or right-of-way.
4. Mounting details for wall signs
5. Footing details for freestanding and monument signs.
6. Electrical details if illuminated.
7. For electronic signs: written certification from the sign manufacturer that the light intensity has been factory pre-set not to exceed 15-foot candles measured four feet perpendicular to any surface of the electronic sign.
8. A copy of the designer/manufacturer's business license.
9. Completed Sign Application indicating the following per sign.
 - a. Application contact information
 - b. Sign location information.
 - c. Designer/manufacturer contact information.
 - d. Sign information
 - e. Brief description of sign
 - f. Area of sign in square feet
 - g. Applicant's signature, printed name and date
10. The Sign application can be submitted using our online permitting software or the completed application and written permission can be mailed to 110 Academy St. Canton, GA 30114, or hand deliver to City Hall Permitting Office.

The total process from submitting the application to permit issuance is typically within 30 days but could take longer depending on the number of revisions required.

Community Development Department 770-704-1500