



**APPLICATION FOR  
SIGN(S)  
ROME-FLOYD COUNTY BUILDING DEPARTMENT**



Date Submitted: \_\_\_\_\_

**Owner/Applicant Information**

Applicant/Installer \_\_\_\_\_ Phone \_\_\_\_\_

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

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_

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

**Procedure**

**Application Submittal**  
Applications will be processed 2-3 business days after submission.

**Complete Application Required**  
Please fill out as completely as possible. Incomplete applications will not be forwarded for review. Attach additional sheets as needed.

**Site Plan and Plat Required**  
Please submit a site plan for the project showing dimensions and sign placement.

**Contact:**  
706-236-4481  
**Email:** [jfranks@romea.us](mailto:jfranks@romea.us)  
[jmartin@romea.us](mailto:jmartin@romea.us)

**• APPLICATION INFORMATION**

**Location of Sign**

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Project Description:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Construction/Job Cost: \_\_\_\_\_

Installation Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

### ***ADDITIONAL INFORMATION***

1. Drawings are required for all signs. Photos that are to scale and have proper dimensions on them may be accepted. All signs over six feet tall will require a set of structural engineered drawings that have the engineers stamp affixed to the drawings.
2. All lighted signs must have UL manufactures number and UL number for each sign when the application is made.
3. Site plan which shows exact sign location, green area, lot dimensions, and property line setbacks are required.
4. Billboard permits require the state permit be issued and a copy provided before application for local permit.
5. Sign drawings require the following information:
  - a. Size of the sign
  - b. Size of the footing
  - c. Size of the support structure
  - d. Size of the face area
6. All applications and permits must contain the following information:
  - a. Owner's name, address, and phone number;
  - b. Installer's name, address, and phone number;
  - c. Location of sign;
  - d. Installation date;
  - e. Price of the job;
  - f. Size of the sign with drawings to be attached to the office copy;
  - g. Type of sign;
  - h. Setbacks;
7. All the above information will be attached to the City of Rome/Floyd County permit copy.
8. Please refer to the Unified Land Development Code (ULDC) Article 5 for Sign Regulations for the City of Rome and Floyd County at [www.romefloyd.com](http://www.romefloyd.com).

### ***HISTORIC DISTRICT SIGNS***

Property within an historic district will need prior approval from the Historic Preservation department within the Rome-Floyd County Planning Department before the application can be processed. Phone: 706-236-5025