



Building Department

151 Elizabeth Street
Canton, Georgia 30114

Phone: (770) 704-1553 Fax: (770) 479-1872

Annie Mullinax

PERMIT COORDINATOR

How to.....

Apply for a Building Permit

1. Residential: Homeowner may pull Homeowner's Permit. In order to do this he/she will need to complete a Homeowner's Affidavit as well as a Building Permit Application. If the homeowner is using a contractor then the contractor may bring in the Building Permit Application. The contractor will need to provide a copy of their Georgia Business License as well as a copy of their Georgia State Card.
2. Commercial: All contractors must provide a copy of their Georgia Business License as well as a copy of their Georgia State Card at the time of submitting the Building Permit Application.
3. Fees: Residential - \$3.50 per thousand of construction cost
Minimum permit fee - \$50.00
Commercial - \$5.00 per thousand of construction cost
Minimum permit fee - \$100.00

Apply for a Temporary Sign Permit

1. One (1) page application must be filled out completely. A permission letter is required if posting temporary sign somewhere other than your own property.
2. Once information is submitted, the Zoning Administrator and/or the Director of Community Development will review the application for approval. Approval could take up to two (2) business days, however, most applications can be approved in one (1) business day.
3. After receiving approval on the application, the fee of \$25.00 is ready to be paid and the permit issued. The permit is only valid for a period of 21 consecutive days or 7 consecutive days for balloons. Only one (1) permit shall be issued for a given parcel in the same calendar quarter. The City of Canton recognizes the following calendar quarter schedule:
 - 1st Quarter = January 1st – March 31st
 - 2nd Quarter = April 1st – June 30th
 - 3rd Quarter = July 1st – September 30th
 - 4th Quarter = October 1st – December 31st



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Apply for a Sign Permit

1. Two (2) page application must be completed and submitted along with three (3) sets of drawings which must contain the following:

- a. Site plan with exact location of proposed sign(s) and any existing sign(s)
- b. Exact dimensions of sign area and height above grade of free standing sign
- c. Mounting details of wall mount signs and/or Foundation details for ground signs
- d. Electrical connections with details of all illuminated signs
- e. Color, graphic representation of the sign face(s)
- f. Permission letter or Leasehold Interest agreement

2. Once all information is submitted, the application will be distributed to the Building Department and Planning & Zoning Department for review. Review time is up to two (2) weeks.

3. After sign application is approved, the permit is ready to be paid for and issued. The fee for the sign is dependant upon the square footage.

For single faced signs:

- 1 to 50 square feet: \$50.00 flat fee
- 51 to 100 square feet: \$100.00 flat fee
- 101 to 151 square feet: \$150.00 flat fee
- 151 square feet and up: \$150.00 + \$1.00 for each square foot thereafter

For double faced signs:

All sizes: The appropriate single faced sign fee (from list above) for one side, plus \$0.50 (50 cents) per square foot for the other side.

4. An inspection is required of the physical sign before installation. The applicant shall call the Planning & Zoning Department before 12:00 noon to schedule an inspection for the following business day. Those called in after 12:00 noon will be scheduled two business days out.