



City of Covington

SIGN PERMIT APPLICATION SUBMITTAL PROCEDURES

Purpose

This document explains the process for a sign permit submittal.

Process

- Prior to submitting your sign permit application, the zoning verification of the property will have to be verified. This determines the types and sizes of signs that will be allowed for the designated parcel. The zoning information can be obtained thru the Newton County Tax Assessors website. The sign ordinance can be found on the city's website at <https://www.cityofcovington.org/> or at https://library.municode.com/ga/covington/codes/code_of_ordinances?nodeId=TIT16ZO_CH16.48SI
- After the zoning has been verified you will submit a completed sign permit application with all corresponding information by mail or by dropping off here at Covington City Hall – 2194 Emory Street, Covington, Ga 30014.
- The following paperwork is required along with the sign permit application before approval of the permit: One copy of a site plan showing the location and placement of proposed sign(s). One copy of a construction plan detailing sign construction materials used. One copy of an elevation drawing illustrating the height and dimensions of the sign face and structure. One copy of the total construction costs of the sign. One original signed application. Please allow up to 10 business days for the review process to be completed.
- Once approved you will be contacted and provided the cost of the permit, an invoice number, and on-line payment instructions. If paying with a check, make payable to City of Covington. Once payment has been made the permit will be issued. If a footing or electrical inspection is required, inspections must be scheduled one-day in advance.