



City of Covington

SIGN PERMIT APPLICATION SUBMITTAL PROCEDURES

Purpose

This document explains the process for a sign permit.

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 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 cityofcovington.org or at municode.com.
- After the zoning has been verified you will submit a completed sign permit application with all corresponding information.
- 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. 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 and one original signed application. Please allow 10 business days for the review to be completed.
- Once approved you will be contacted and provided the cost of the permit. We accept all forms of payment excluding credit cards. Checks made payable to City of Covington. When payment has been made the permit will be issued.