

The background is a detailed architectural floor plan in white lines on a dark blue background. It shows various rooms including bedrooms (QUARTO), bathrooms (SANIT), a hallway (HALL), and service areas (SERVICO). Rooms are labeled with their area in square meters (M²). For example, QUARTO 2 is 12.04 M², SANIT 4.36 M², SANIT 5.02 M², SANIT 5.04 M², HALL 0.95 M², SERVICO 2.25 M², SERVICO 2.25 M², and a large room is 25.58 M². There are also smaller rooms like 3.89 M², 14.49 M², 11.22 M², 7.21 M², and 3.18 M². The plan includes furniture like beds, sofas, and tables, and architectural details like doors, windows, and stairs.

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Designing Signs For Code Compliance



SANDY SPRINGS™
GEORGIA

August 23, 2022

Designing Signs For Code Compliance

1. City Development Code Requirements:

- What is the City Development Code?
- Types Of Signs
 - Definition
 - General Provisions
 - Size Restrictions
- How to Measure Signs

2. Building Code Requirements:

- What is the Building Code?

2. Building Code Requirements (cont.):

- Structural Design Criteria
- Monument Sign Design
- Wall Sign Design

3. Applying For A Permit

- Application Process
- Required Documents

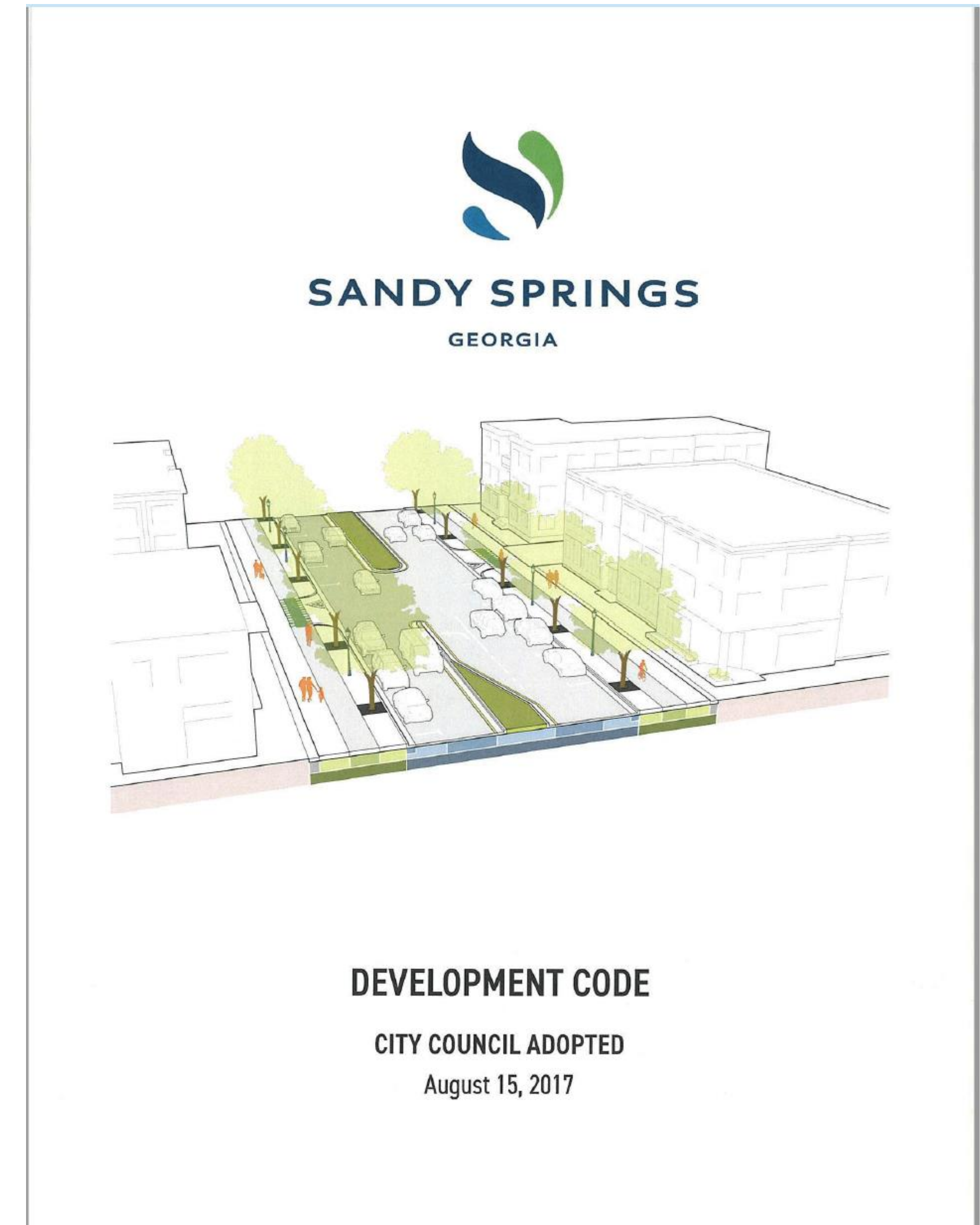
4. Inspections

5. Code Enforcement

City Development Code Requirements

What is the City Development Code?

- The local code for the City of Sandy Springs that contains the Planning & Zoning requirements that specify the design criteria for various construction projects.
- Intended to guide the future growth of the City in alignment with the vision set forth by The Next Ten Comprehensive Plan.
- Signs are covered in Division 8.3 – Signs under Article 8 – Site Development.



What is the City Development Code?

There are 9 different sign types that require a permit:

1. Awning Sign
2. Canopy Sign
3. Crown Sign
4. Monument Sign
5. Projecting Sign
6. Shingle Sign
7. Wall Sign
8. Entrance Sign
9. Temporary Sign



What is the City Development Code?

Allowable Signs By District (Dev Code Sec. 8.3.8)

	Protected Neighborhood				Urban Neighborhood				Corridors & Nodes								Perimeter Center		
	RE	RD	PK	CON	RU	RT	RM	RX	ON	OX	CX	SX	TX	CS	IX	CC	PR	PX	PM
Awning Sign	—	—	—	—	—	—	—	◇	◆	◆	◆	◆	◆	◆	◆	◆	—	◆	◆
Canopy Sign	—	—	—	—	—	—	—	◇	◆	◆	◆	◆	◆	◆	◆	◆	—	◆	◆
Crown Sign	—	—	—	—	—	—	—	—	—	◆	—	◆	◆	◆	—	—	—	◆	◆
Monument Sign	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	—	—	◆	◆	◆	◆	◆*	◆*
Projecting Sign	—	—	—	—	—	—	—	—	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
Shingle Sign	—	—	—	—	—	—	—	◇	◆	◆	◆	◆	◆	◆	◆	◆	—	◆	◆
Wall Sign	—	—	◆	—	—	—	—	◇	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
Entrance Sign	◆	◆	◆	—	◆	◆	◆	◆	◆	◆	◆	—	—	◆	◆	◆	◆	◆*	◆*
Temporary Sign	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆

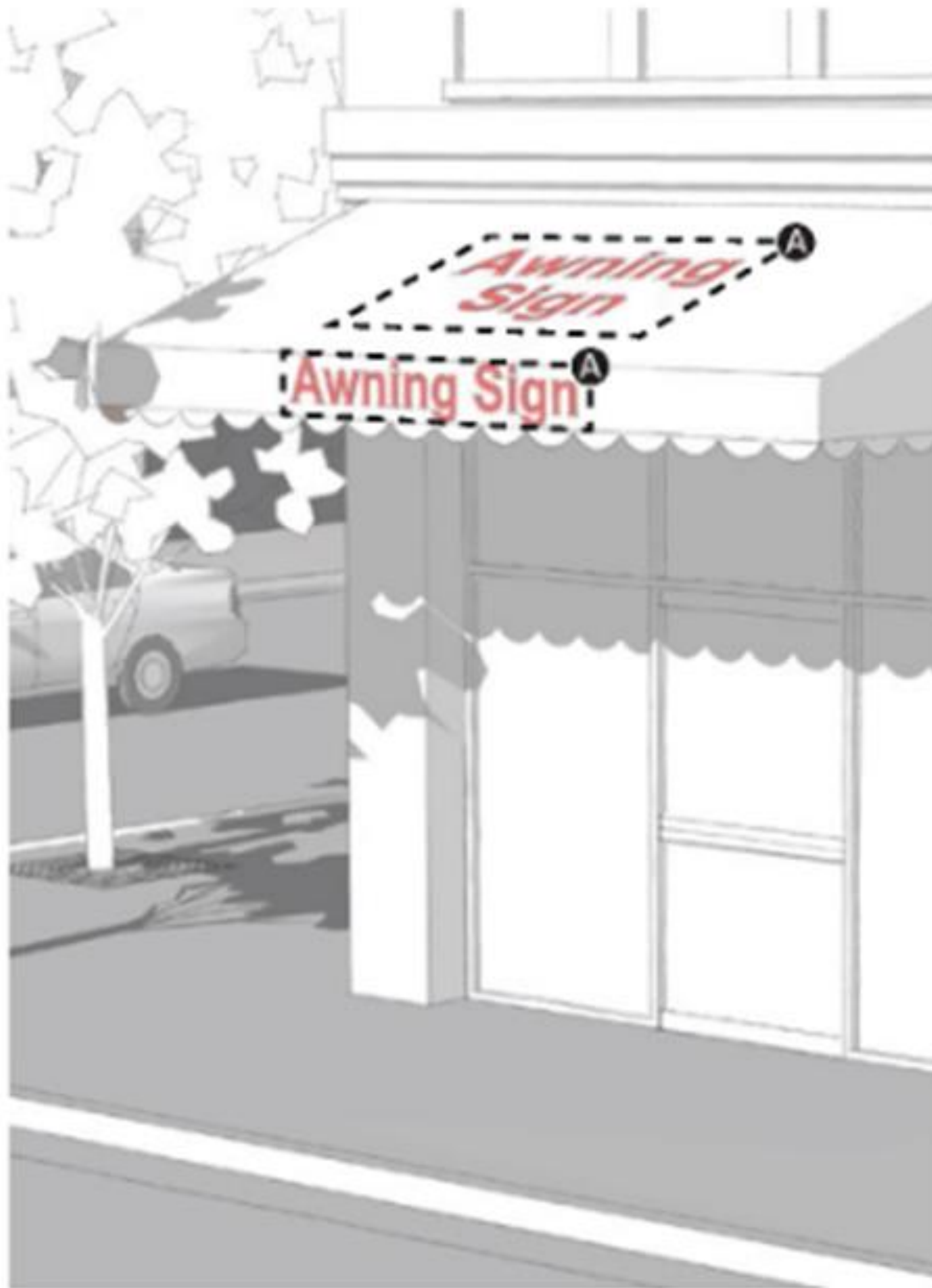
Key: — = Not Allowed ◆ = Allowed ◇ = Allowed for Nonresidential Uses Only ◆* = Not Allowed on Shop Frontage

Awning Sign (Sec 8.3.10)

- **Definition:** A sign where graphics or symbols are painted, sewn, or otherwise adhered to the material of an awning as an integrated part of the awning itself.
- **General Provisions**
 1. Only awnings over ground-story doors or windows may contain awning signs.
 2. An awning sign may be placed on the face or the valance of the awning but must not extend outside the awning.
 3. An awning sign must not be illuminated.



Awning Sign (Sec 8.3.10)



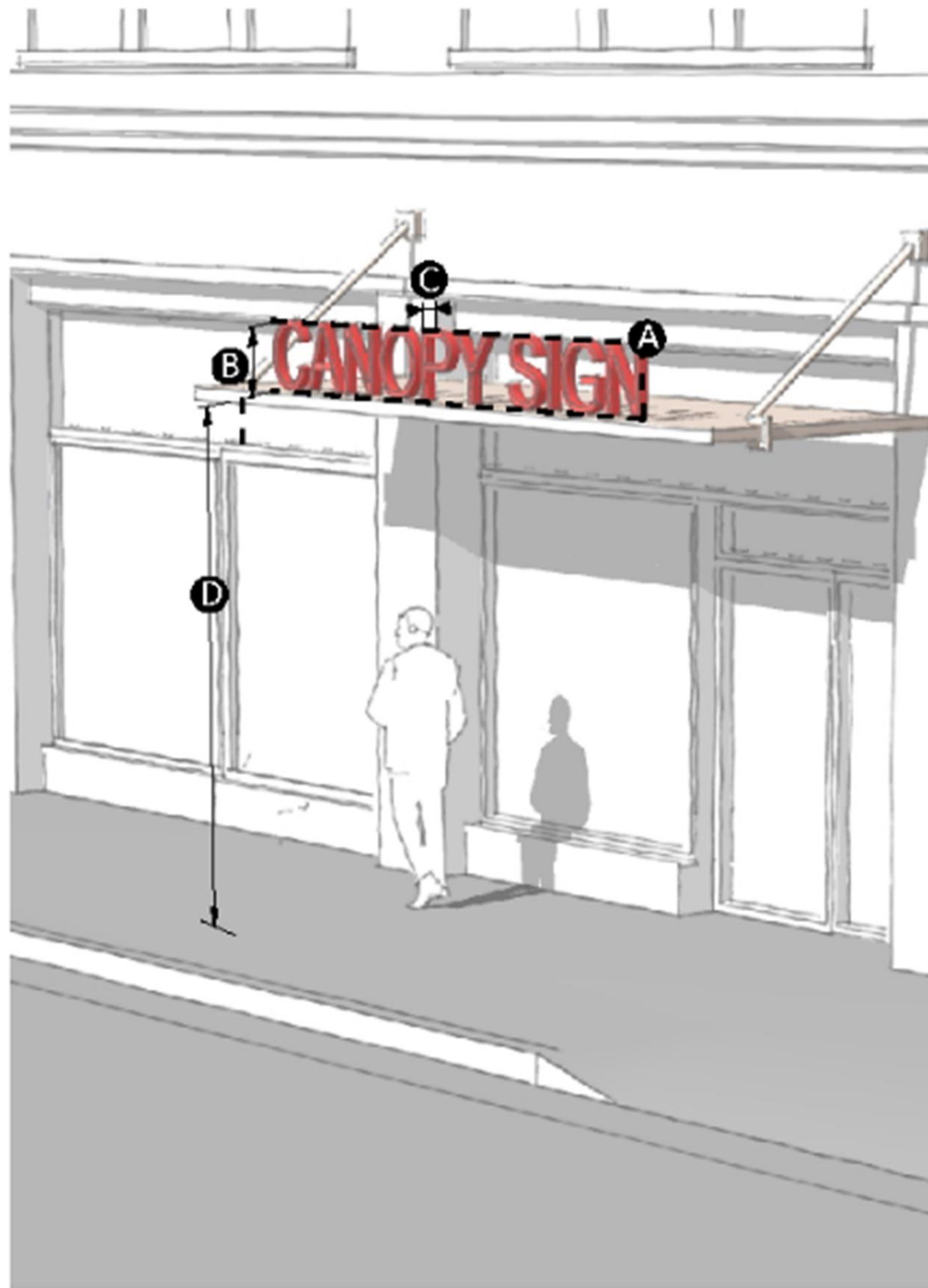
- **Size Restrictions**
 - If the building facade of your leased space is:
 - Less than 32 feet in length: A combined sign area of up to 32 square feet is allowed.
 - More than 32 feet in length:
 - Primary Building Façade: A combined sign area of 1 square foot per linear foot of building façade is allowed.
 - Side or Rear Building Façade: A combined sign area of 0.5 square feet per linear foot of building façade is allowed.

Canopy Sign (Sec 8.3.11)

- **Definition:** A sign attached to a canopy with a display surface parallel to the plane of the building facade.
- **General Provisions**
 1. A canopy sign may extend above or below the canopy; however, it must not extend outside the overall length or width of the canopy.
 2. Only a canopy over ground-story doors or windows may contain a canopy sign.
 3. A maximum of one sign is allowed per canopy.
 4. A canopy sign may be externally and internally illuminated in accordance with Sec. 8.3.21.



Canopy Sign (Sec 8.3.11)



Size Restrictions

- If the building facade of your leased space is:
 - Less than 32 feet in length: A combined sign area of up to 32 square feet is allowed.
 - More than 32 feet in length:
 - Primary Building Façade: A combined sign area of 1 square foot per linear foot of building façade is allowed.
 - Side or Rear Building Façade: A combined sign area of 0.5 square feet per linear foot of building façade is allowed.

Crown Sign (Sec 8.3.12)

- **Definition:** A sign attached to the upper portion of the wall of a building or structure at least 4 stories in height. (max area 180 SF)
- "High Visibility Facades" refers to the facades of buildings of at least 10 stories in height, clearly visible from at least one direction on SR-400 or I-285 and located on property abutting SR-400 or I-285 right-of-way. (max sign area 360 SF)

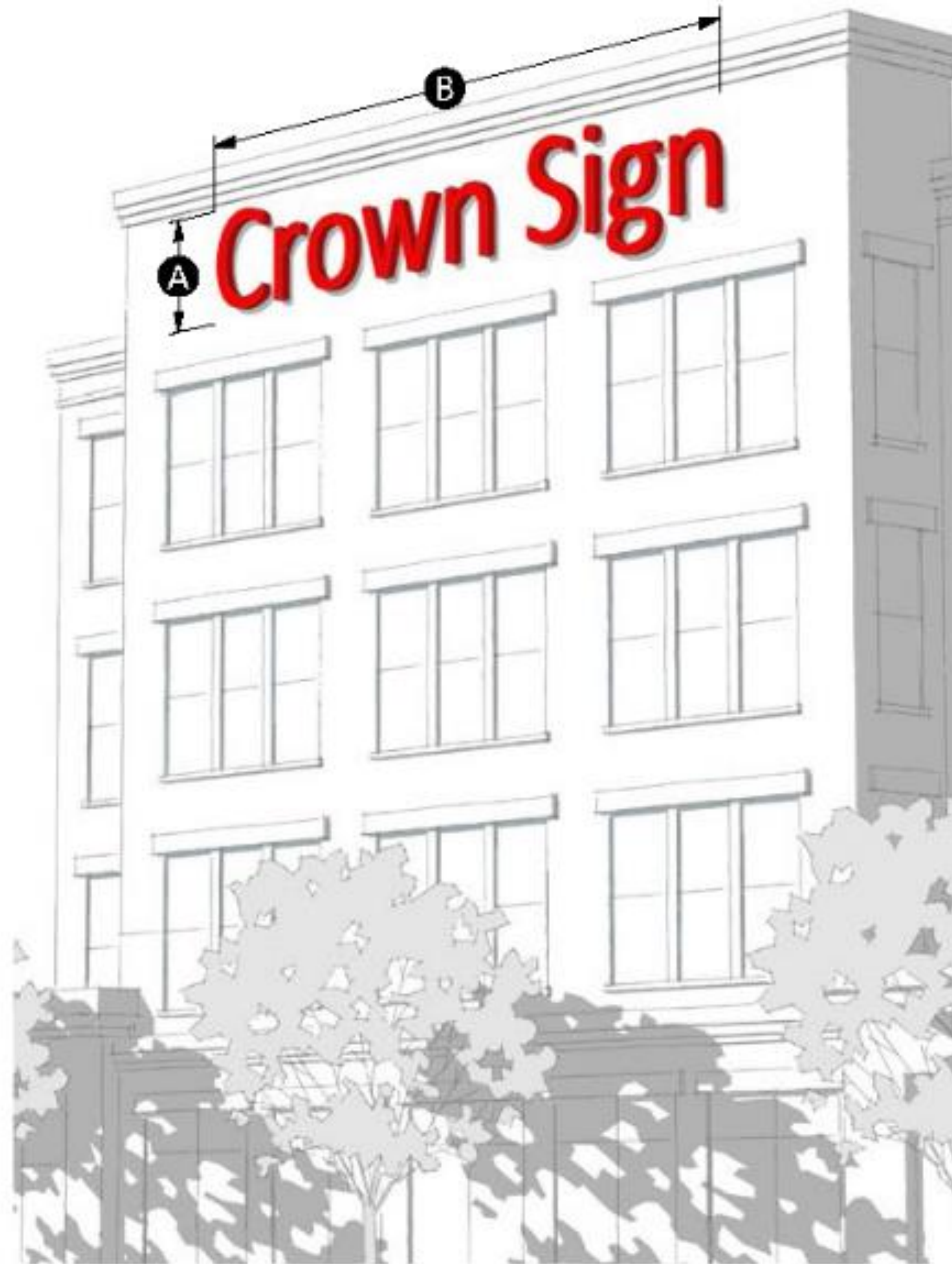


Crown Sign (Sec 8.3.12)

General Provisions

- A crown sign is only allowed on buildings at least 4 stories in height
- A crown sign must not be placed below the start of the 4th story, and of the 10th story on high visibility facades.
- A crown sign must not extend above the roof line.
- A crown sign must not cover windows or architectural details.
- No more than 2 crown signs are allowed per building and no more than 1 crown sign per building facade is allowed.
- Both a wall sign and a crown sign are permitted on the same facade.
- A crown sign may be externally or internally illuminated

Crown Sign (Sec 8.3.12)

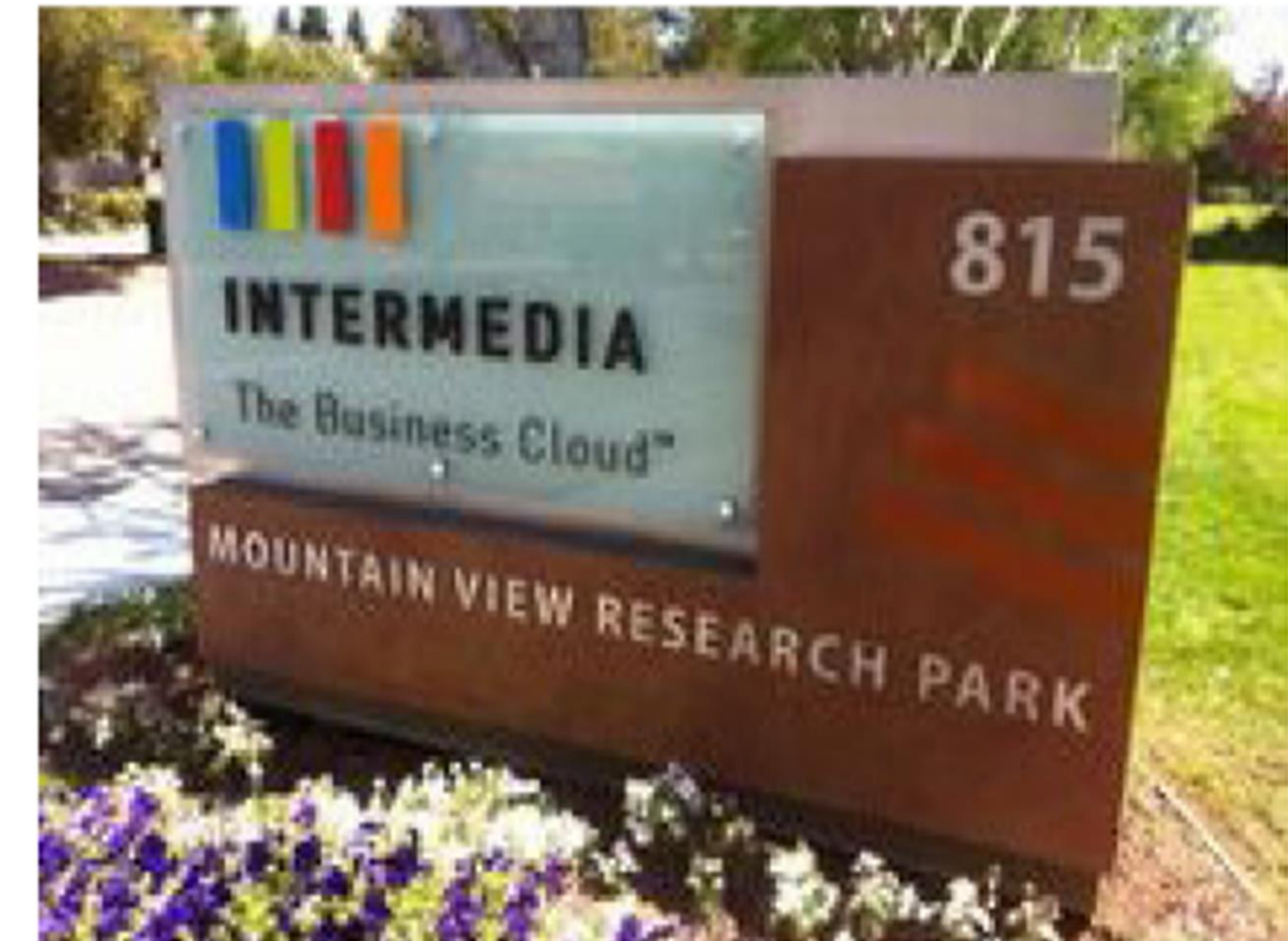


- **Size Restrictions**

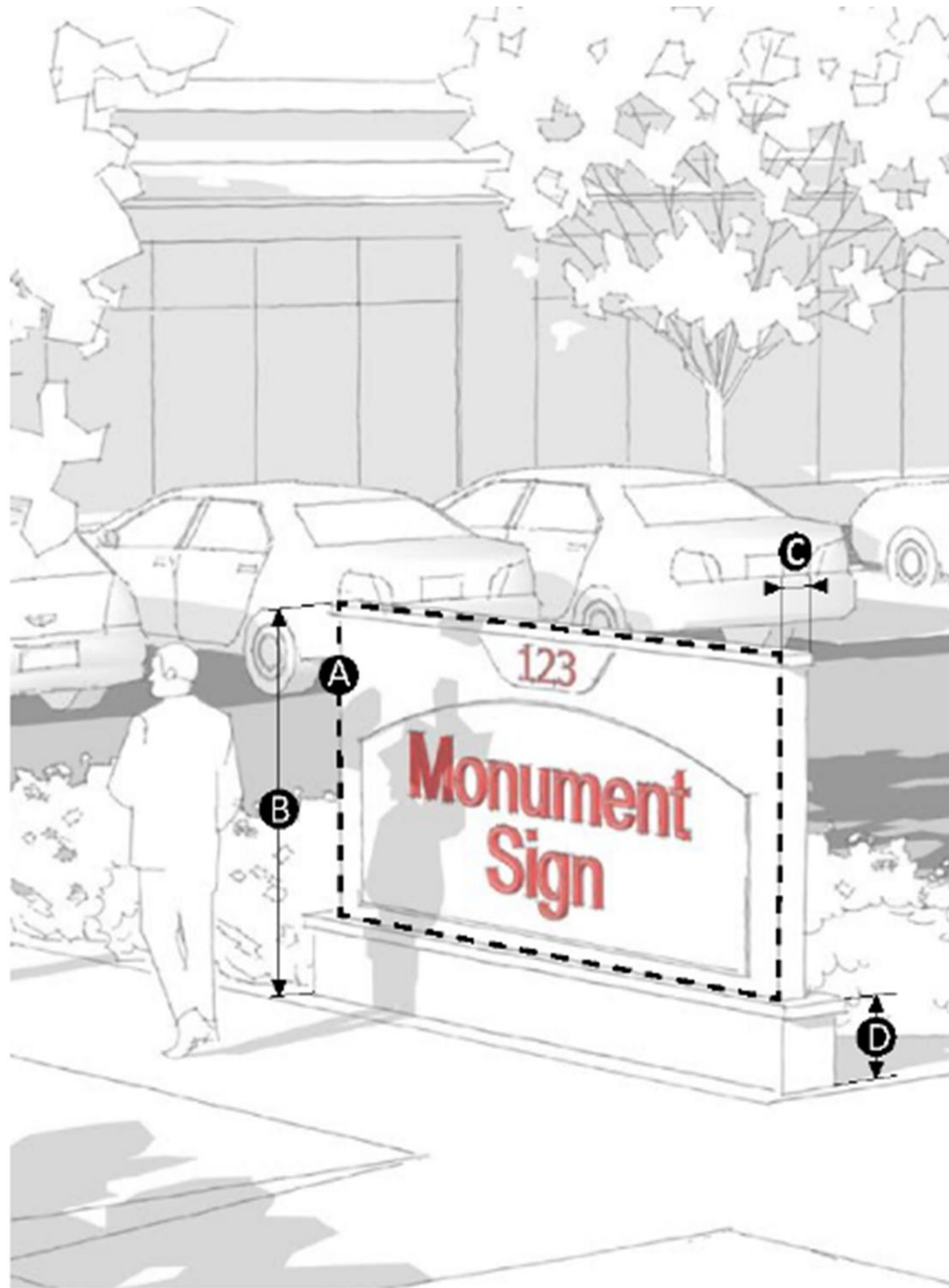
- No more than 2 crown signs are allowed per building and no more than 1 crown sign per building façade
- A crown sign must not exceed 180 SF in area unless otherwise stated in 8.3.12.

Monument Sign (Sec 8.3.13)

- **Definition:** A permanently affixed sign which is wholly independent of a building for support and attached to the ground along its entire length.
- **General Provisions**
 1. Sign located within 100 ft for a street must have addresses
 2. A monument sign must be set back at least 5 feet from a front lot line and 10 feet from a common lot line.
 3. The base of a monument sign must be constructed of durable materials Sec. 6.6.2.B.3.
 4. A monument sign may be externally or internally illuminated in accordance with Sec. 8.3.21.



Monument Sign (Sec 8.3.13)



- **Size Restrictions**

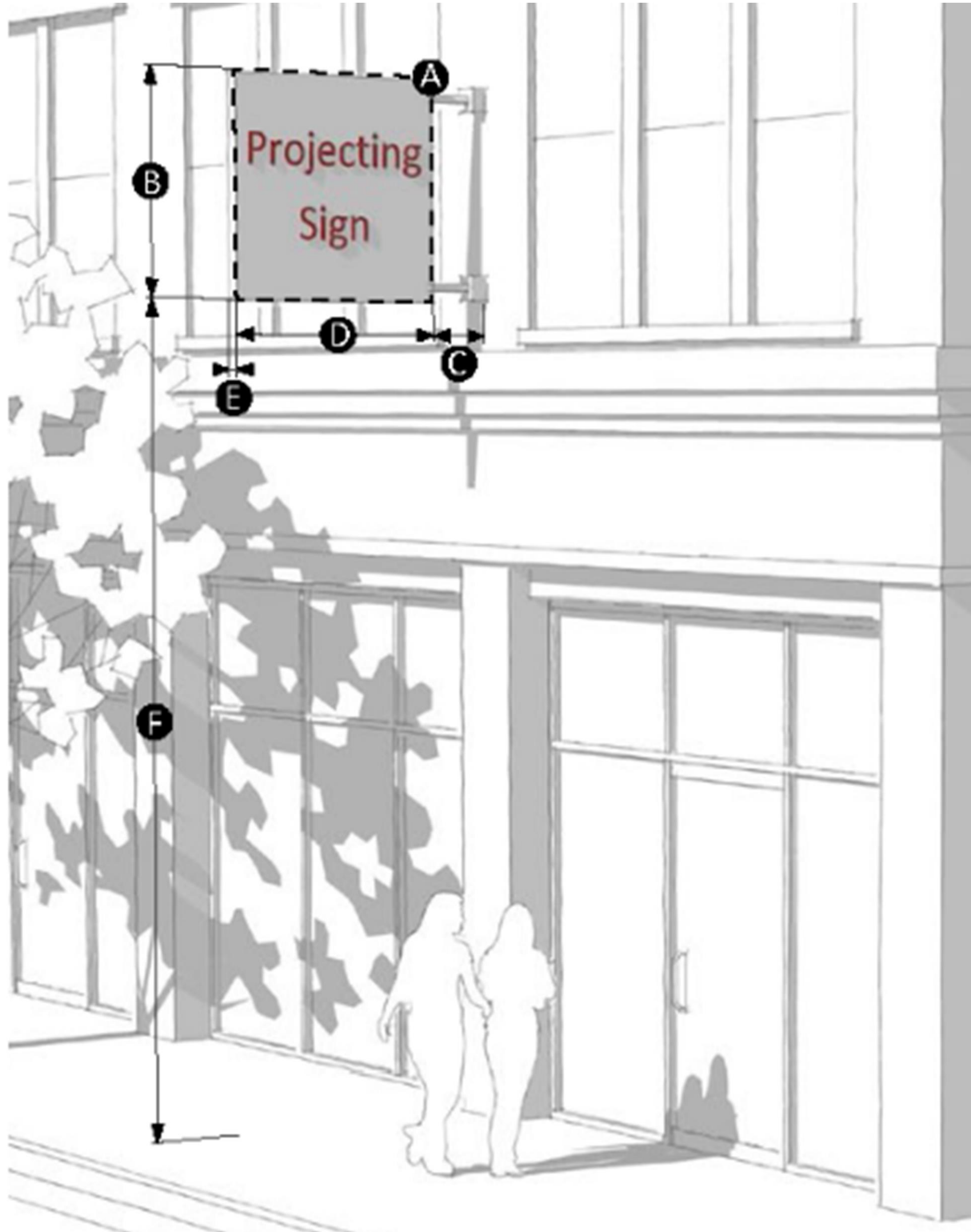
- One sign allowed per 500 ft of frontage
- Multiple signs must be 500 ft apart
- **Max Sign Area:**
 - Less than 500 SF of frontage 32 SF
 - 501-1,000 SF of frontage 48 SF
 - 1,001 sf or more of frontage 64 SF

Projecting Sign (Sec 8.3.14)

- **Definition:** A sign attached to the building facade at a 90-degree angle, extending more than 1 foot from the outside wall of the building or structure
- **General Provisions**
 1. A projecting sign must be at least 20 feet from any other shingle sign or projecting sign.
 2. A projecting sign may be erected on a building corner. Allocation of sign area from both streets may be used
 3. A projecting sign must be placed no higher than 24 feet above the sidewalk, measured from the highest point of the sign to the top of the sidewalk below.
 4. The top of a projecting sign must be no higher than the top of the building. However, on one story buildings, the top of a projecting sign may have a maximum of 2 feet of the sign height above the top of the building.
 5. A projecting sign may be externally or internally illuminated in



Projecting Sign (Sec 8.3.14)



- **Size Restrictions**

- If the building facade of your leased space is:
 - Less than 32 feet in length: A combined sign area of up to 32 square feet is allowed.
 - More than 32 feet in length:
 - Primary Building Façade: A combined sign area of 1 square foot per linear foot of building façade is allowed.
 - Side or Rear Building Façade: A combined sign area of 0.5 square feet per linear foot of building façade is allowed.
 - Max Sign Area – 48 SF

Shingle Sign (Sec 8.3.15)

- **Definition:** A sign attached to the building facade at a 90-degree angle that hangs from a bracket or support extending more than 1 foot from the outside wall of the building or structure.
- **General Provisions**
 1. The hanging bracket must be an integral part of the sign design.
 2. A shingle sign must be located below the windowsills of the 2nd story on a multi-story building or below the roof line on a single-story building.
 3. A shingle sign must be located within 5 feet of a ground story tenant entrance.
 4. A shingle sign must be located at least 20 feet from any other shingle sign.
 5. A shingle sign must not be illuminated.



Shingle Sign (Sec 8.3.15)



- A shingle sign must not exceed 9 square feet in area and only 1 shingle sign is allowed per ground floor tenant space.
- Max Sign Area – 9 SF

Wall Sign (Sec 8.3.16)

- **Definition:** A sign attached to the wall or surface of a building or structure, the display surface of which does not project more than 1 foot from the outside wall of the building or structure.
- **General Provisions**
 1. A wall sign must be placed no higher than 24 feet above average grade adjacent to the wall, measured from the highest point of the sign if the building is one story in height.
 2. No portion of a wall sign may extend above the roof line or above a parapet wall of a building with a flat roof.
 3. A wall sign must not cover windows or architectural details.
 4. A wall sign may be externally or internally illuminated in accordance with Sec. 8.3.21.



Wall Sign (Sec 8.3.16)



- **Size Restrictions**

- If the building facade of your leased space is:

- Less than 32 feet in length: A combined sign area of up to 32 square feet is allowed.

- More than 32 feet in length:

- Primary Building Façade: A combined sign area of 1 square foot per linear foot of building façade is allowed.

- Side or Rear Building Façade: A combined sign area of 0.5 square feet per linear foot of building façade is allowed.

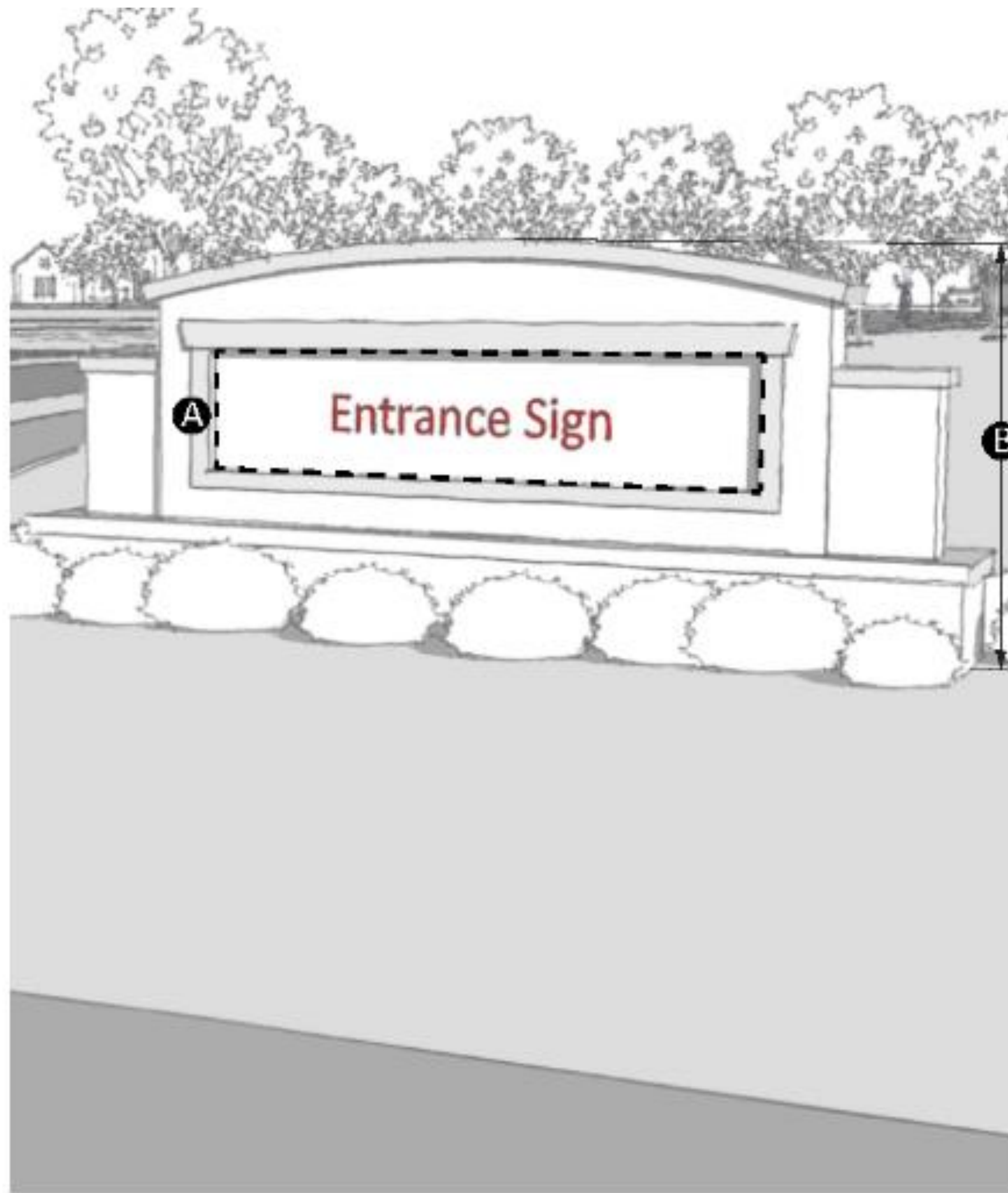
- Max sign area 180 SF

Entrance Sign (Sec 8.3.17)

- **Definition:** A permanently affixed sign that is wholly independent of a building for support attached along its entire width to a continuous pedestal or wall that is used to identify entry to a development.
- **General Provisions**
 1. Must be set back at least 10 ft from ROW
 2. Must not encroach on a sight visibility triangle
 3. May be externally illuminated.



Entrance Sign



Size Restrictions

A. Max size of individual sign - 32 SF

A. Signs allowed per entrance

- max 1 per side of entrance
- 2 per property

B. Max height - 8 ft

Temporary Sign – Banner Signs

A sign that is not permanently mounted and intended to be displayed for a finite period of time.

Banners on New Buildings

- Banners are allowed on new buildings that are 3 stories in height or greater and are not located in a Protected Neighborhood district.
- A banner is allowed one time for a period not to exceed 6 months.
- The banner must be affixed to the building.
- The banner may not exceed 120 square feet in total area.
- The banner must be mounted so as not to extend above the line where the building wall and roof meet.



Temporary Sign – Banner Signs

All other banners or temporary signs

- The signs shall be restricted to a maximum area of 32 square feet per parcel.
- When at grade level, the maximum sign height is five feet, and when placed on a building, a maximum height of 24 feet and cannot extend above the roofline.
- Signs cannot encroach into the right-of-way or the easement of a private road.
- **Signs may be displayed on a same lot for a maximum of three, two-week (14-day) periods per calendar year.**



Temporary Sign – Yard Sign (Permit not required)

Single Family House

- a. Up to 2 temporary signs per lot are allowed.
- b. Maximum total temporary sign area of 6 square feet.
- c. Maximum height of 6 feet.
- d. Temporary signs must not be illuminated.



Temporary Sign – Yard Signs (Permit not required)

- All Other Uses (Shopping Centers, Business Centers, Church, etc.)
- Maximum temporary sign area of **16 square feet per lot** for all temporary signs combined. There is no restriction on the number of temporary signs, provided that the sign area, when combined, does not exceed the total allocated sign area.
- Temporary signs may be used for a period not exceeding 60 consecutive days on two separate occasions per year.
- Additional posting time may be allowed by the Director, provided the temporary activity on the site is continuing.
- Temporary signs must not be illuminated.

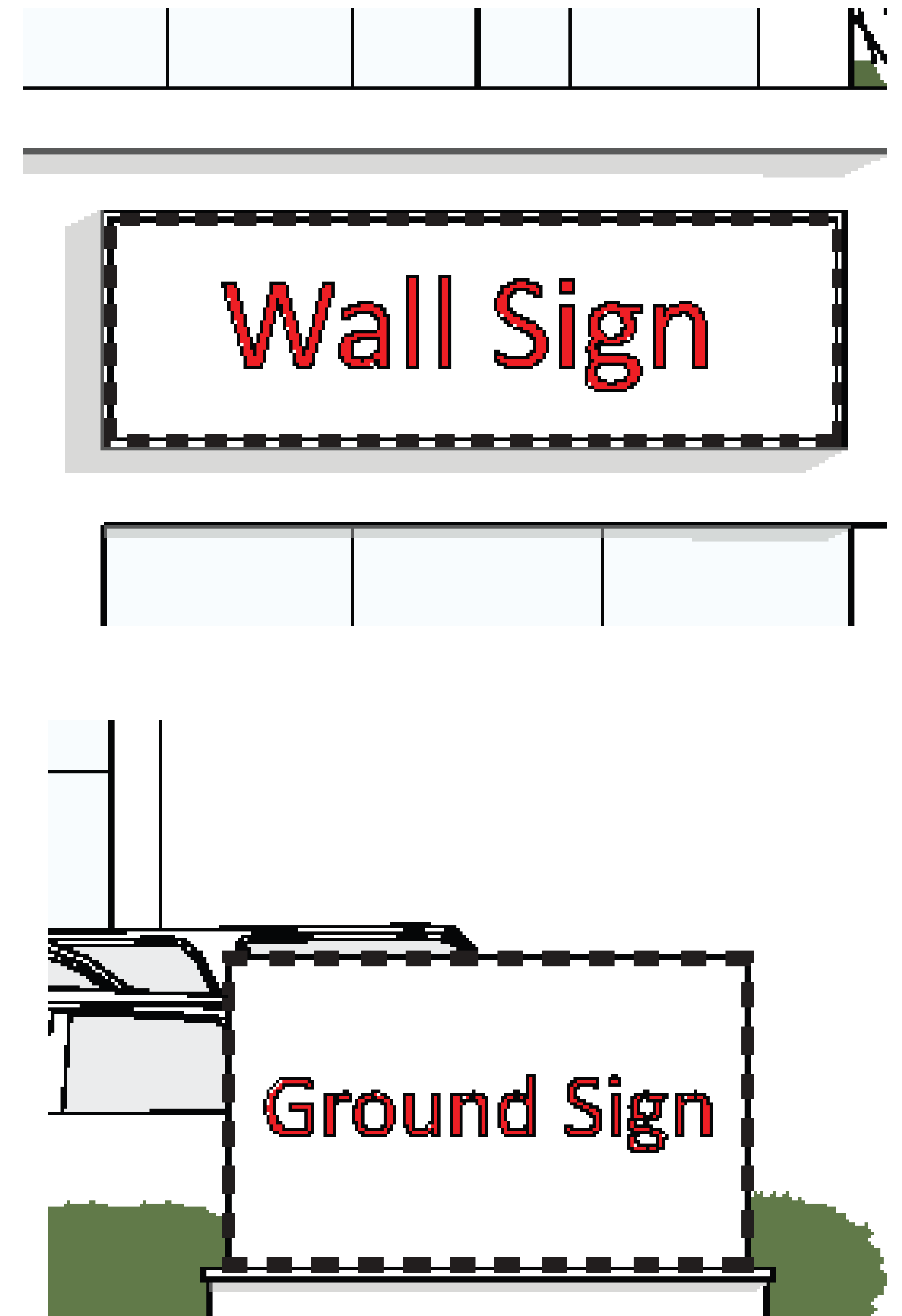
How To Measure Signs

- For Signs Consisting of Freestanding Letters or Logos:
 - The sign area is calculated as the total area of the rectangle, circle or square that fully encloses all the letters or images.
 - This includes all Wall Signs, Awning Signs, Canopy Signs and Crown Signs



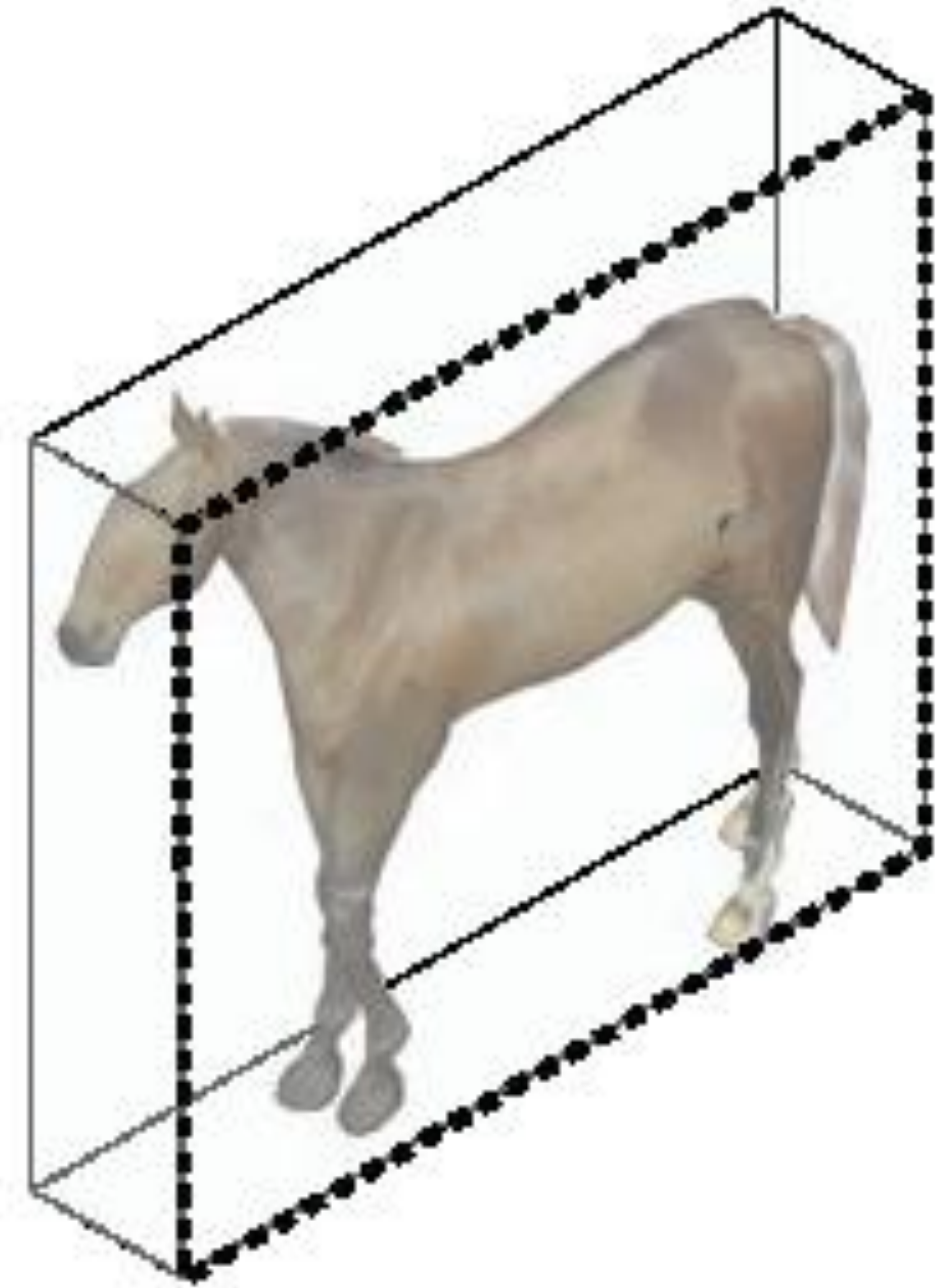
How To Measure Signs

- For Signs On A Background:
 - The entire area of the background is calculated as sign area, including any material or color forming the sign face and the background used to differentiate the sign from the structure on which it is mounted.
 - For monument signs, projecting signs, shingle signs and sidewalk signs, the sign area includes the face of the structure that the message is affixed to, not including any supports, bracing or street number.



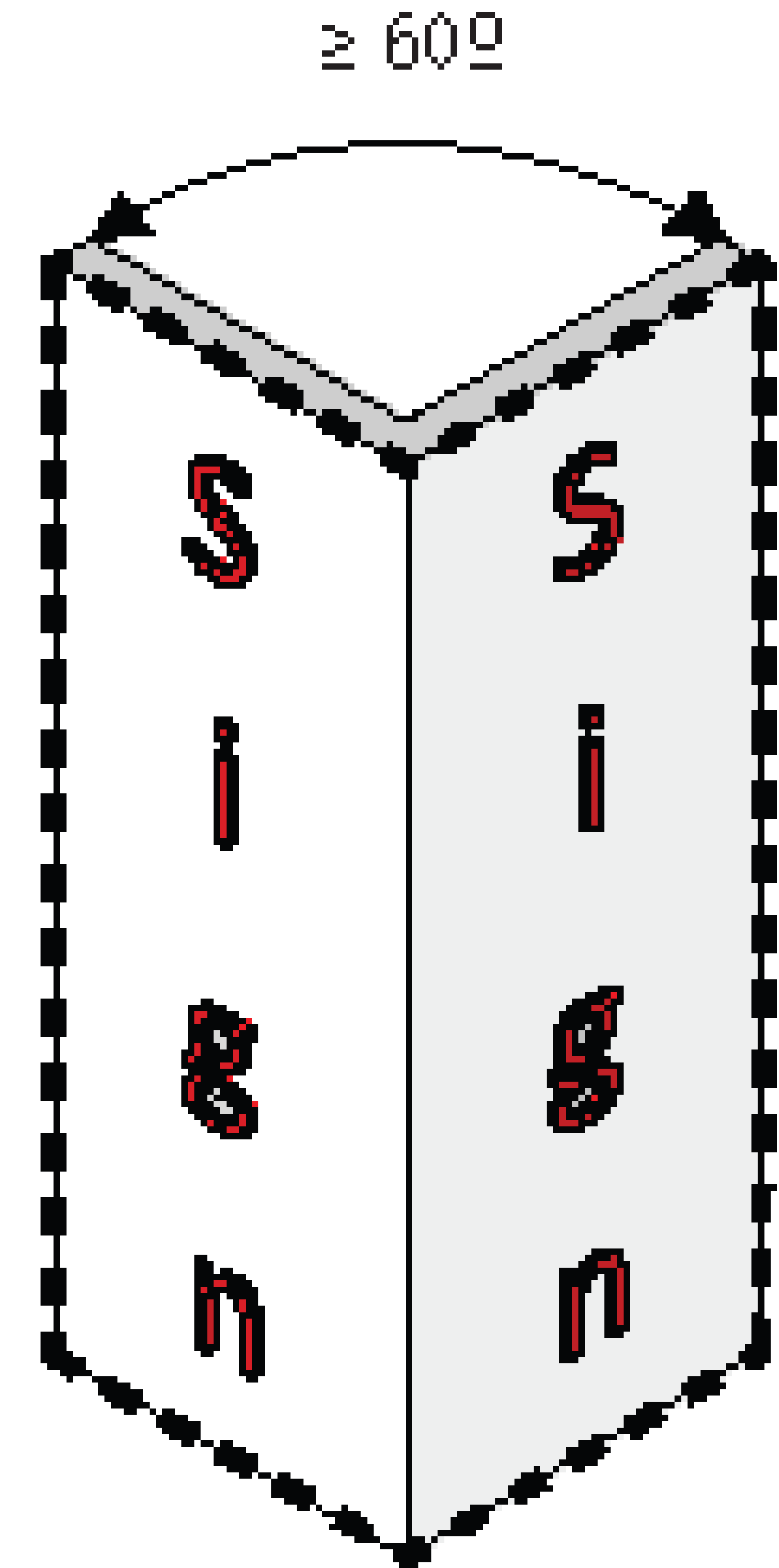
How To Measure Signs

- **For A Three-Dimensional Sign:**
 - The sign area is calculated as the total area of the smallest rectangle, circle or square that fully encloses the largest profile of the three-dimensional sign.



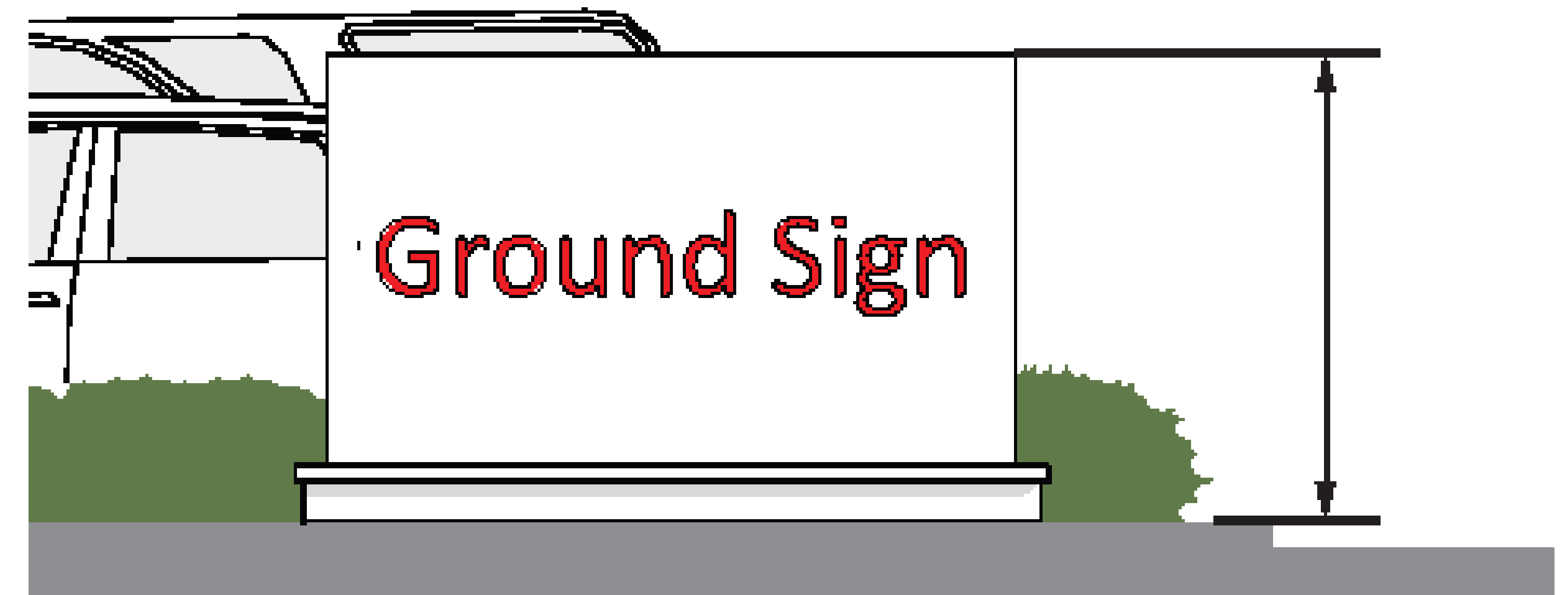
How To Measure Signs

- For A Sign With More Than One Face:
 - The sign area is calculated by adding together the area of all sign faces greater than 60 degrees
 - If the sign face angle is less than 60 degrees, only the area of the largest sign face is computed as part of the sign area.



How To Measure Signs

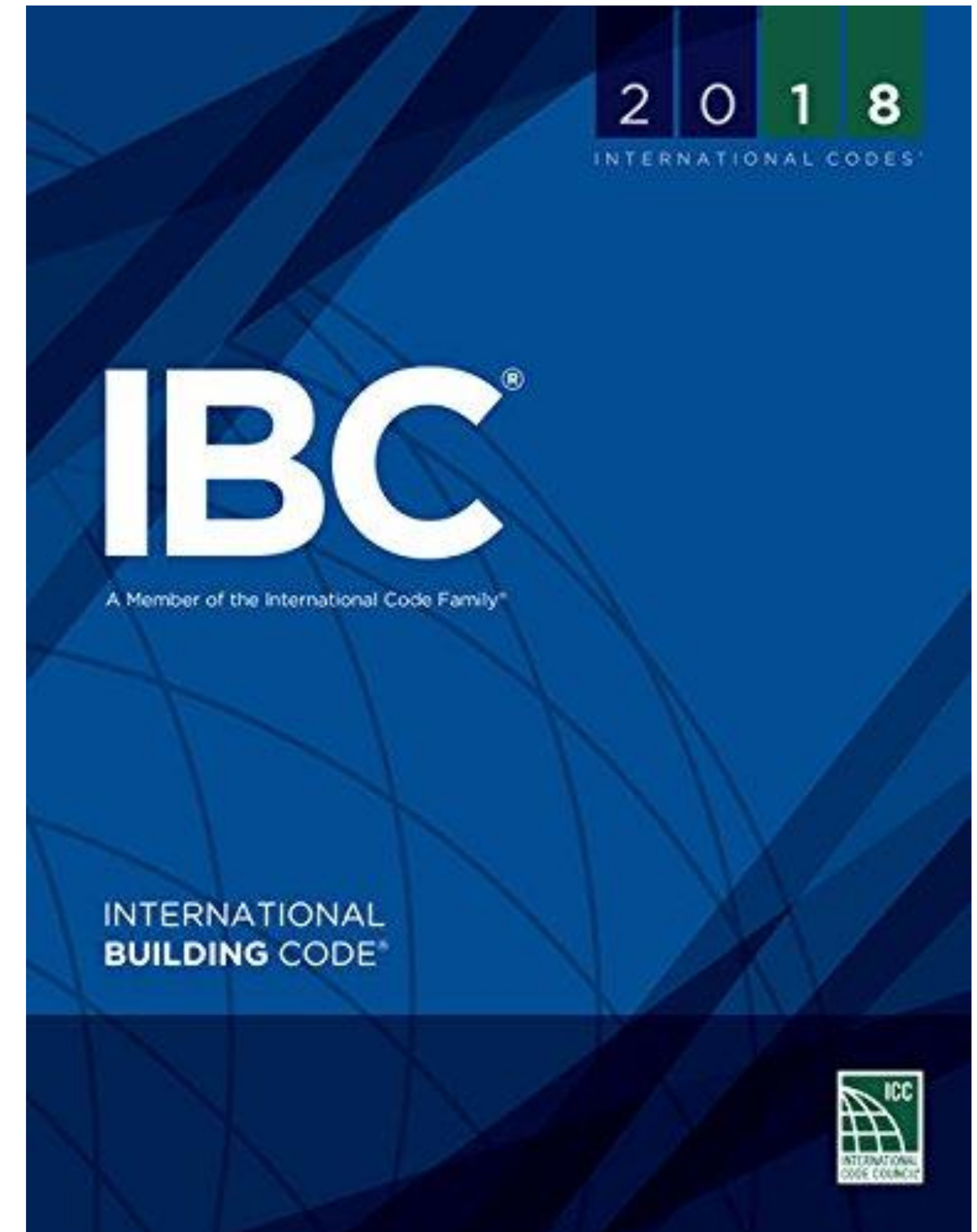
- Measurement of Sign Height:
 - The total height of a monument sign is measured from the highest point of the sign or supporting structure to the top of the abutting sidewalk. For A Sign With More Than One Face:



International Building Code Requirements

What Is The International Building Code (IBC)?

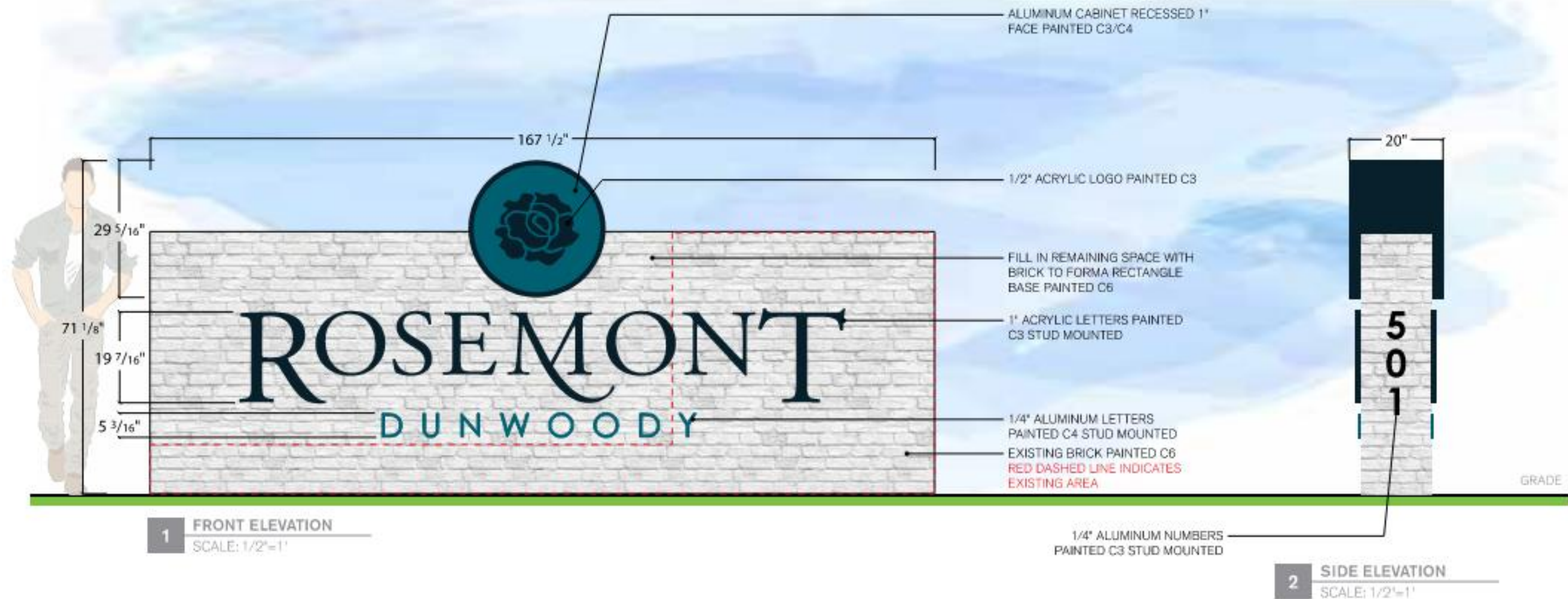
- It is “**The Building Code**” and is adopted by the State of Georgia and all major cities in the state of Georgia.
- Current Edition Adopted by the State of Georgia and the City of Sandy Springs is the 2018 IBC.
- Sign Code Requirements are outlined in Appendix H - Signs
- Specifies the minimum design criteria and support requirements



Structural Design Criteria

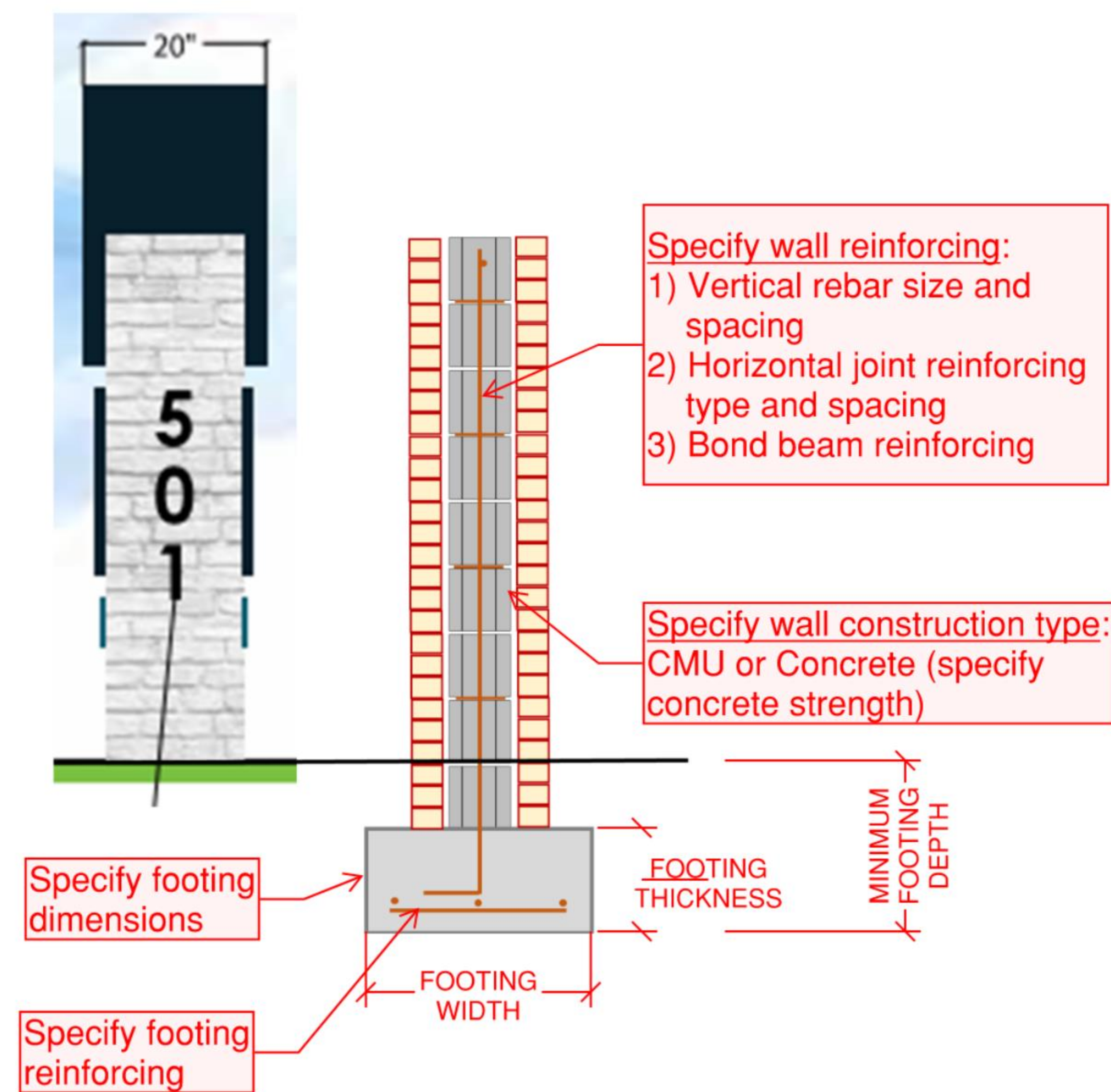
- Wind Speed (ASCE 7-16):
 - Risk Category I (Agricultural): 99 MPH
 - Risk Category II (Business & Residential): 105 MPH (Most Common)
 - Risk Category III (Public Assembly): 113 MPH
 - Risk Category IV (Fire, Rescue, Ambulance, Police): 117 MPH
- Seismic Load (ASCE 7-16):
 - S_s : 0.2 sec
 - S_1 : 0.088 sec
 - Assume Site Class D
 - Risk Category I, II & III: Seismic Design Category C
 - Risk Category IV: Seismic Design Category D

Monument Sign Design

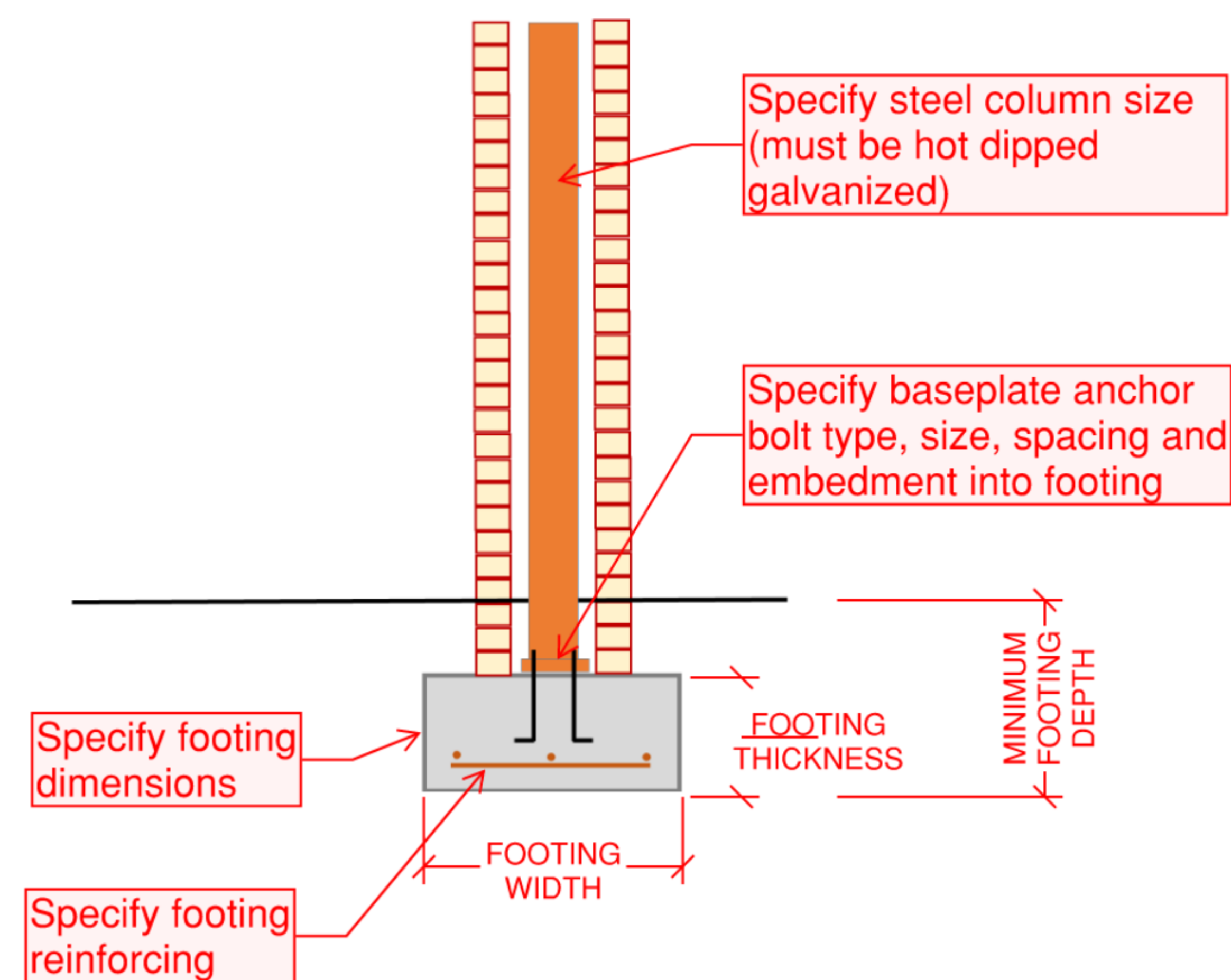


- Missing the structural wall section
 - How is this being built? (CMU, Concrete, Steel Posts, Metal Studs?)
 - How big is the foundation? (Size of footing, Rebar, Clear Cover, Dowels?)

Monument Sign Design



Solid Wall Sign



Solid Wall Sign

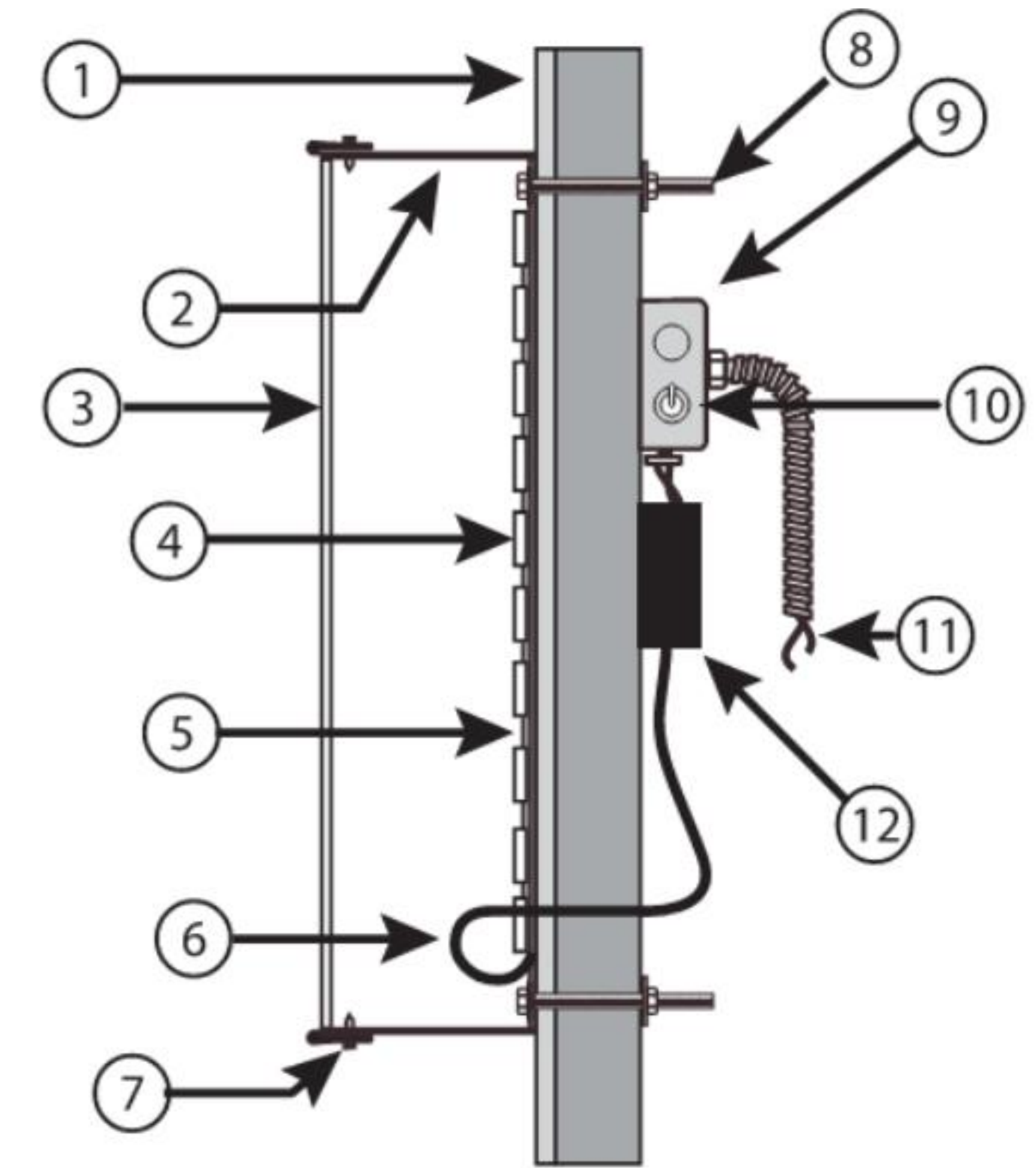
Wall Sign Design

- **What's wrong?**

- Missing the structural connection detail to the existing wall framing
- What is the existing wall type?
- How are you supporting the sign to the wall?

- **Note: You cannot attach a sign to brick veneer**

- You must attach the sign to the structural framing (metal studs or CMU wall)
- Must specify the type, size and spacing of the fasteners

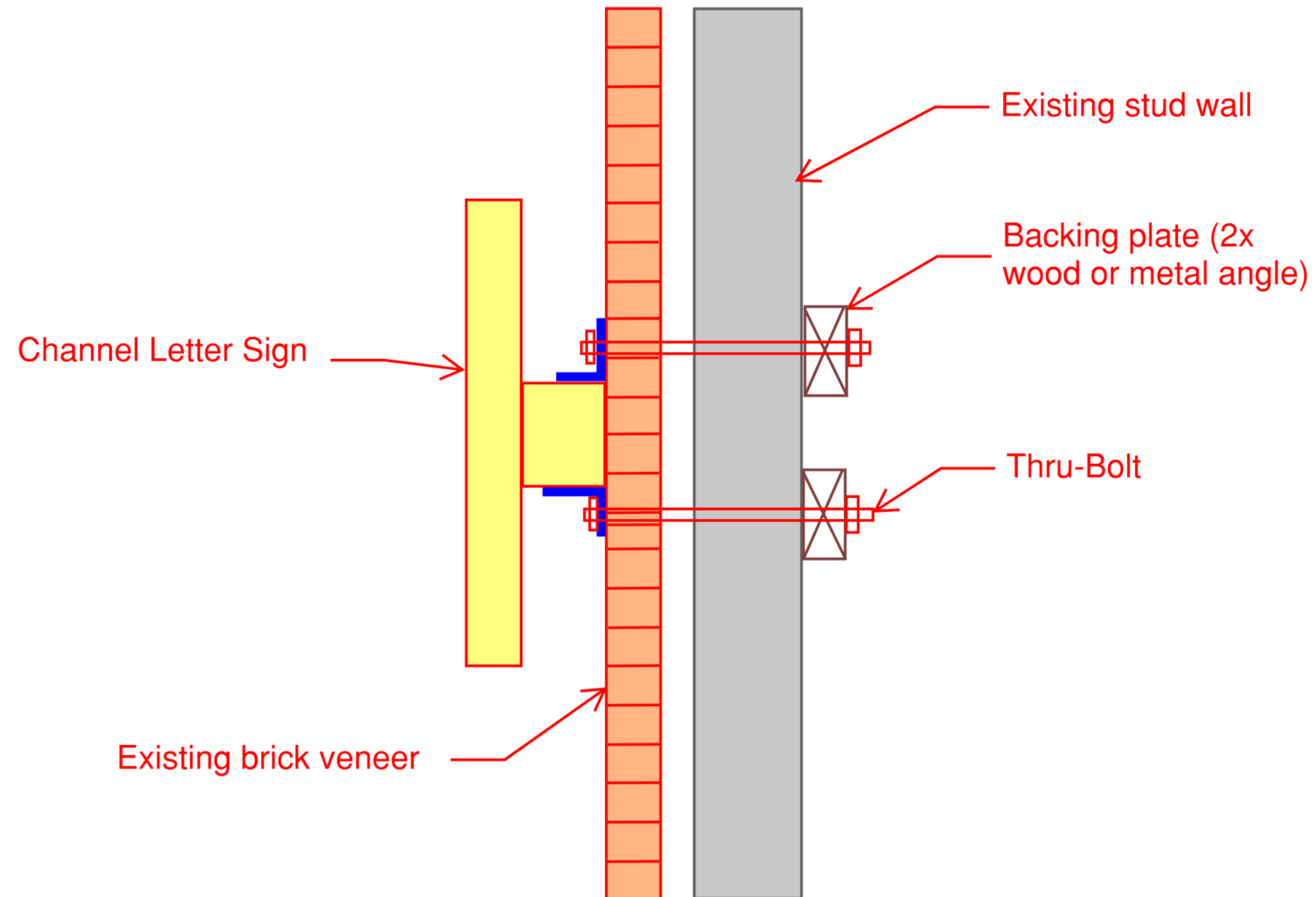


LED-ILLUMINATED PAN CHANNEL LETTER DETAIL

1. STOREFRONT FASCIA
2. 5 INCH .040 ALUMINUM RETURNS
3. 1/8" SIGN GRADE ACRYLIC
4. WHITE LED ILLUMINATION HANELY WHITE
5. .063 ALUMINUM BACK
6. LOWVOLTAGE WIRE
7. 1" TRIMCAP
8. ATTACHMENT VARIES WITH WALL TYPE
9. STANDARD ELECTRICAL JUNCTION BOX
10. DISCONNECT SWITCH
11. PRIMARY ELECTRIC SUPPLY INSIDE FLEXIBLE CONDUIT
12. UL APPROVED LED DRIVER

ALL COMPONENTS TO BEAR U.L. LABEL
AND ARE 120 VOLTS UNLESS OTHERWISE INDICATED

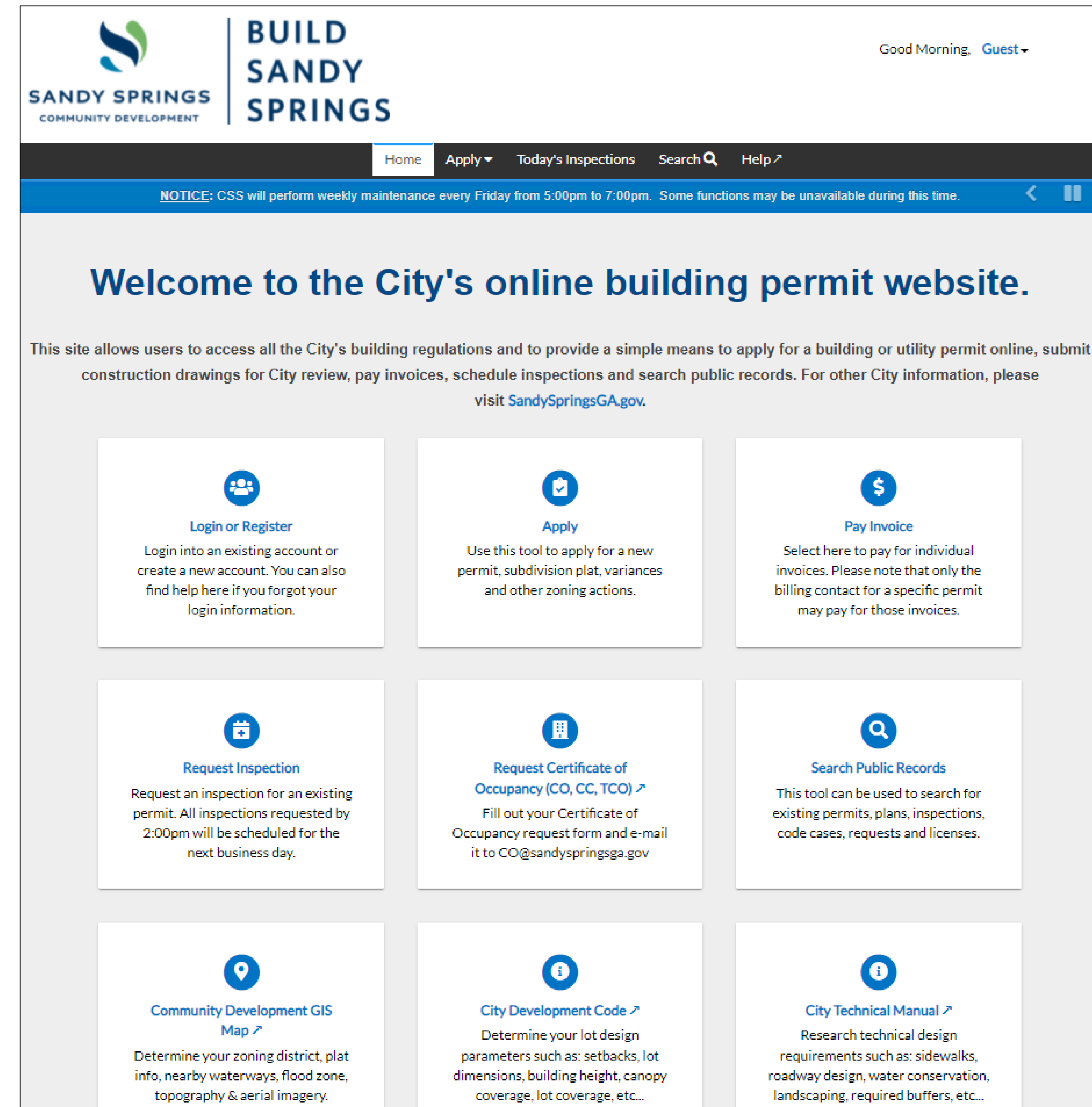
Wall Sign Design



Applying For A Permit

Applying For A Permit Online

- **Build Sandy Springs** is the City's permitting website that allows all applicants (such as homeowners, design professionals, contractors, etc.) to do the following:
 - Apply for building permits
 - Upload construction documents
 - Download City-reviewed drawings
 - Request inspections
 - Pay invoices



Applying For A Permit Online

- Accessible from anywhere with an internet connection, 24 hours a day, 7 days a week.
- It is mobile device friendly
- Can work on multiple web browsers (Chrome, Firefox, Edge, Safari, etc.)
- Includes step-by-step data entry
- Easier project management
- Create templates for common permit applications
- Save your progress before submitting

<https://build.sandyspringsga.gov>

Applying For A Permit In-Person

- You can apply for a Sign Permit at the Permitting & Revenue Office located at City Hall
- **In-Person applications are by appointment only**

Submittal Requirements

- Original Submittal:
 - Permit application
 - Site plan to scale showing location of sign, existing and proposed, dimensions of sign and linear foot of building façade
 - Image of existing and proposed sign building façade
 - Structural Details

Code Enforcement

Code Enforcement (Violations & Penalties)

- **Noncompliance**: No person may erect any sign which does not comply with the City Development Code and/or International Building Code.
- **Dangerous or Defective**: No person may maintain or permit to be maintained any sign which is in a dangerous or defective condition. Any such sign must be removed or repaired by the permittee of the sign, the owner of the premises, or as otherwise indicated.
- **Separate Violation**: Each sign installed, created, erected or maintained in violation of the City Development Code and/or International Building Code is considered a separate violation.

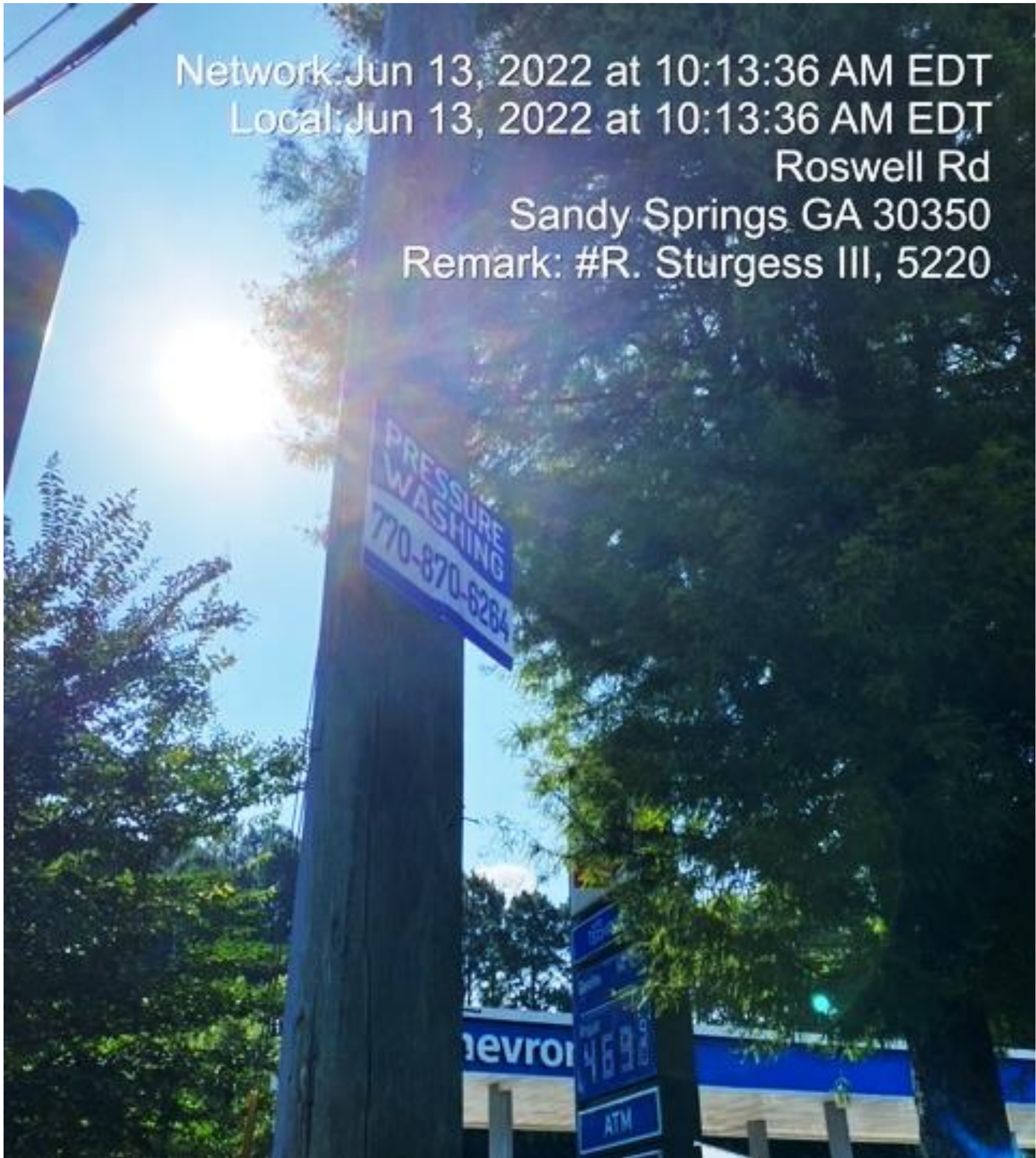
Code Enforcement (Violations & Penalties)

- **Public Nuisance:** Any violation of the City Development Code and/or International Building Code is hereby declared to be a public nuisance.
- **Notice:** The permittee shall be given 10 to 30 days written notice to correct the deficiencies or to remove the signs which are in violation of the City Development Code and/or International Building Code. If the permittee refuses to correct the deficiencies or remove the sign, then the City will have the sign removed at the expense of the permittee.
- **Double Permit Fees:** If any new or replacement sign is installed or in the process of being installed without an approved permit, then the owner and/or contractor shall be issued a Stop Work Order and immediately apply for a building permit and is subject to double permit fees.

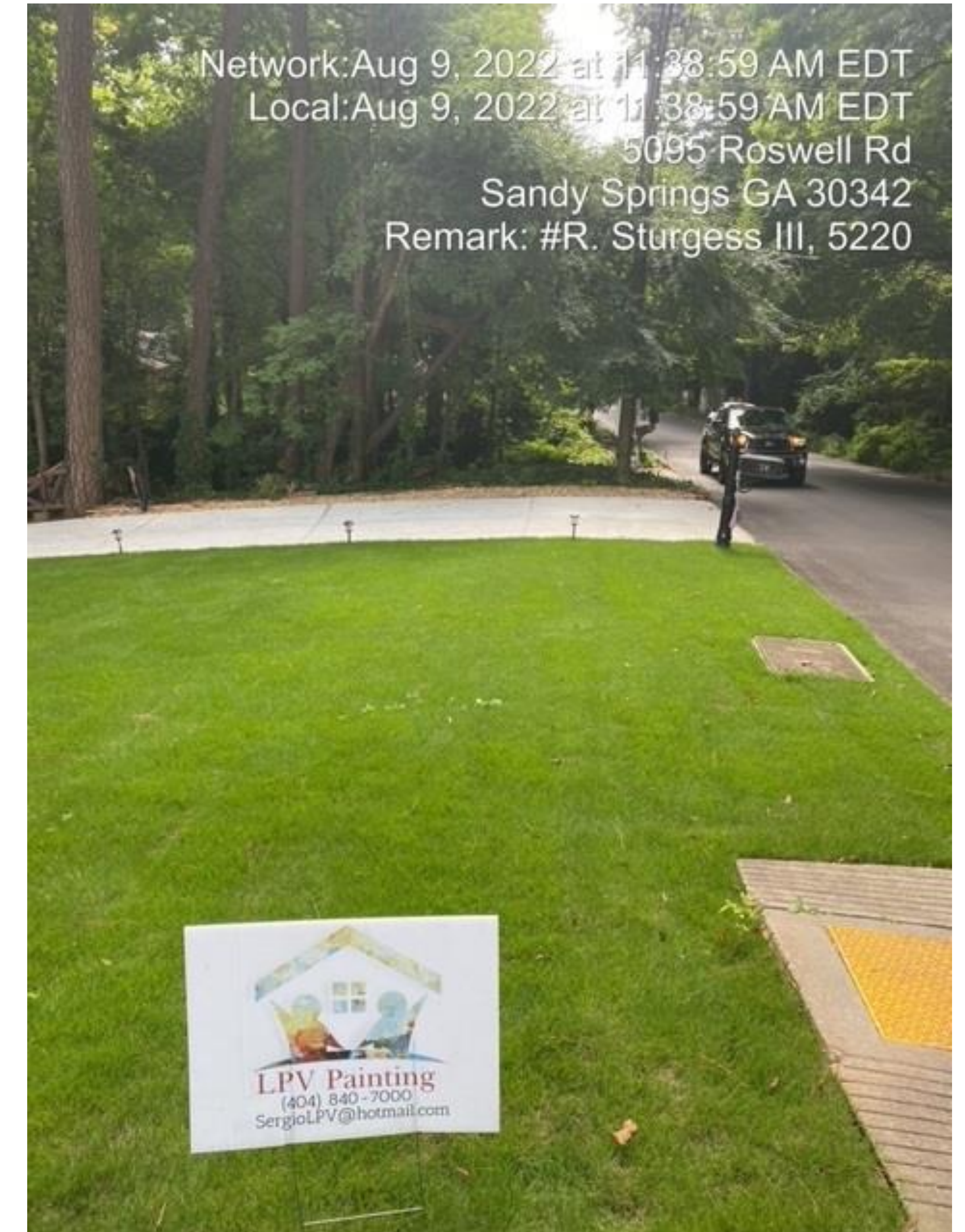
Code Enforcement (Violations & Penalties)

- **Citations:** If any sign is proposed to be erected, constructed, altered, converted or used in violation of any provision of the City Development Code and/or International Building Code, then the City will issue a citation. Additionally, the City may seek an injunction for a continuing violation or take other appropriate action to prevent such unlawful erection, construction, alteration, conversion or use to correct or abate such violation. Any violation of this Division is an offense and the violator is subject to a fine of up to \$1,000.00, imprisonment for up to 60 days, or by both fine and imprisonment.

Signs Not Permitted



Signs Permitted



Signs Not Requiring a Permit



Changing panels to
new business

Code Compliance

- Signs not allowed in right-of way
- How do you calculate the right-of-way.
- Private Property must have owner's permission.
- Size requirements for temp residential and commercial
- Penalties (NOV, Citations, Court Appearance, Fine)

Questions