

Proper Design & Installation of Signs

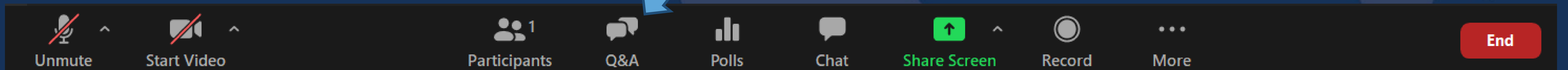


SANDY SPRINGS™
GEORGIA

February 28, 2023

Webinar Logistics

- All online attendees will be muted during this presentation
- If you would like to ask a question:
 - In-Person: Raise your hand
 - Online: Click on the Q&A button located at the bottom of the screen to ask and view other people's questions. You will also be able to upvote other people's questions.
- We will be monitoring the online questions and responding to them throughout the seminar.



Proper Design & Installation of Signs

1. Types of Signs

2. Wall Mounted Signs

- Definitions
- Planning & Zoning Requirements
- IBC Requirements

3. Ground Mounted Signs

- Definitions
- Planning & Zoning Requirements
- IBC Requirements

4. Temporary Signs

- Definitions
- Planning & Zoning Requirements

5. Sign Inspections

6. Code Enforcement

TYPES OF SIGNS

What Are The Different Types Of Signs?

There are 9 different sign types that require a permit:

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



What Are The Different Types Of Signs?

- All of these signs can be classified into three simple (3) categories:

1. Wall Mounted Signs

2. Ground Mounted Signs

3. Temporary Signs



WALL MOUNTED SIGNS

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.
- **Development Code Requirements:**
 - A sign must not extend over the awning.
 - Maximum Sign Area = 12 SF

Wall Mounted



Canopy Sign (Sec 8.3.11)

- **Definition:** A sign attached to a canopy with a display surface parallel to the plane of the building façade (vertical letters).
- **Development Code Requirements:**
 - Must not extend over the width of the canopy.
 - Maximum Sign Area = 32 SF

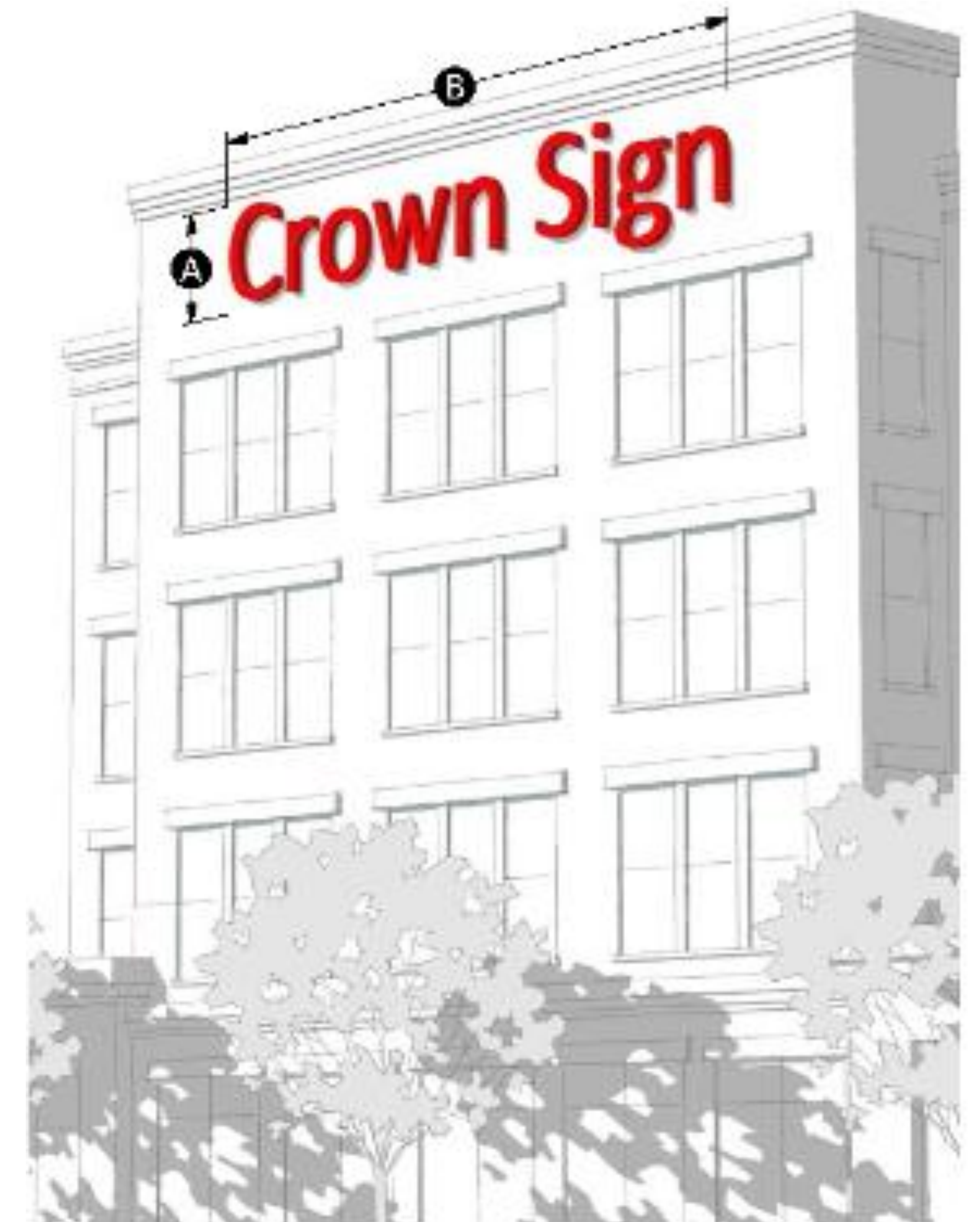
Wall Mounted



Crown Sign (Sec 8.3.12)

Wall Mounted

- **Definition:** A sign attached to the upper portion of the wall of a building or structure at least 4 stories in height.
- **Development Code Requirements:**
 - Only allowed on buildings at least 4 stories in height.
 - Cannot be placed below the 4th story.
 - Cannot extend above the roofline.
 - Cannot cover windows or architectural details.
 - Maximum of 2 crown signs per building and 1 crown sign per façade.
 - Maximum Sign Area = 180 SF



Crown Sign (Sec 8.3.12)

Wall Mounted

- **Additional Development Code Allowances:**
 - For "Visibility Facades" defined as:
 - Having at least 10 stories in height
 - Being located on property abutting the SR-400 or I-285 right-of-way
 - Being clearly visible from at least one direction on SR-400 or I-285
 - Maximum Sign Area = 360 SF
 - Signs cannot be placed below the 10th story



Wall Sign (Sec 8.3.16)

Wall Mounted

- **Definition:** A sign attached to the wall or surface of a building that does not project more than 1 foot from the outside wall of the building.
- A sign is allowed on all building facades:
 - Primary Building Façade: This is the building façade that is facing the primary street.
 - Side & Rear Building Facades: All other building facades that are not facing the primary street.



Wall Sign (Sec 8.3.16)

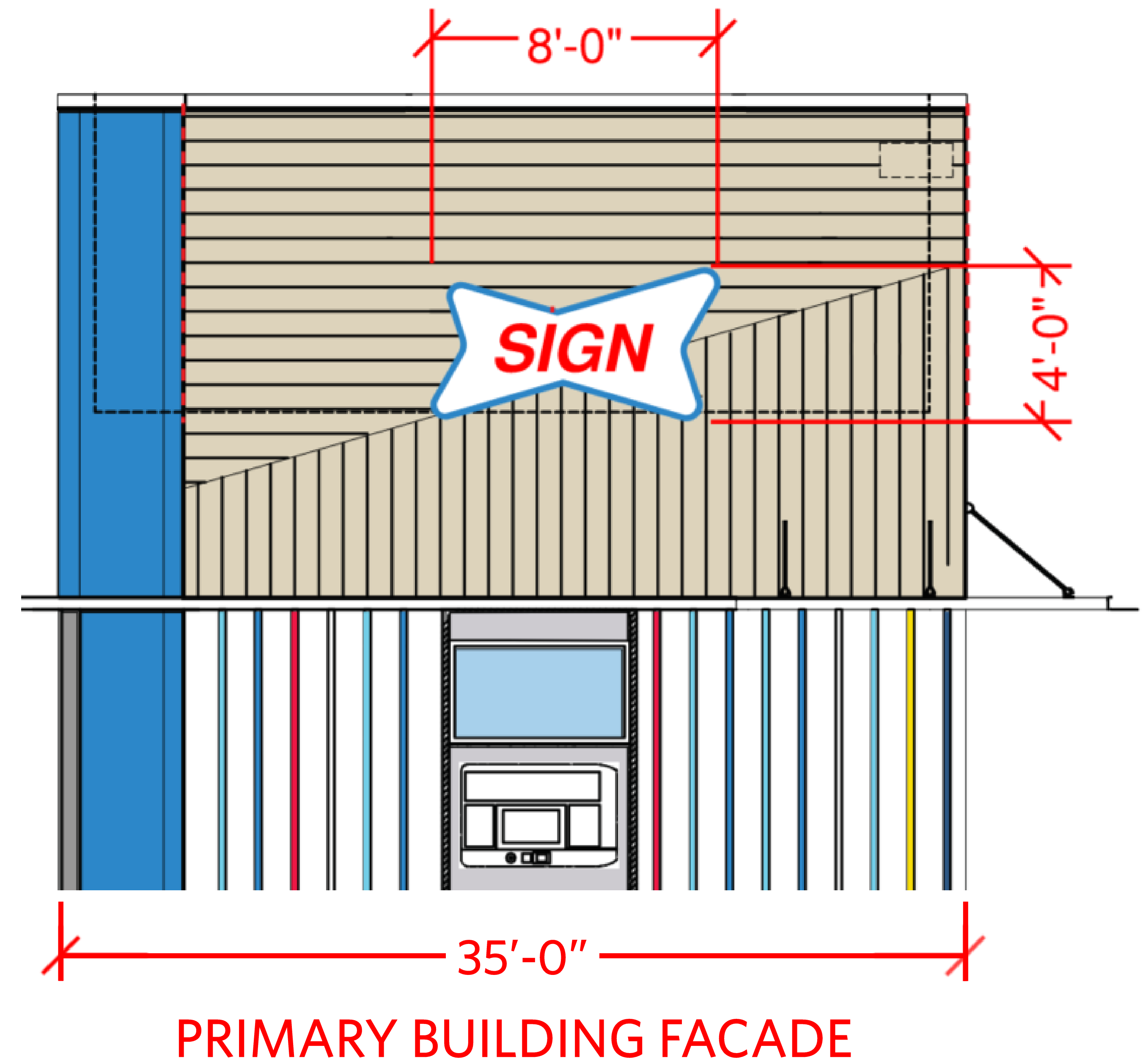
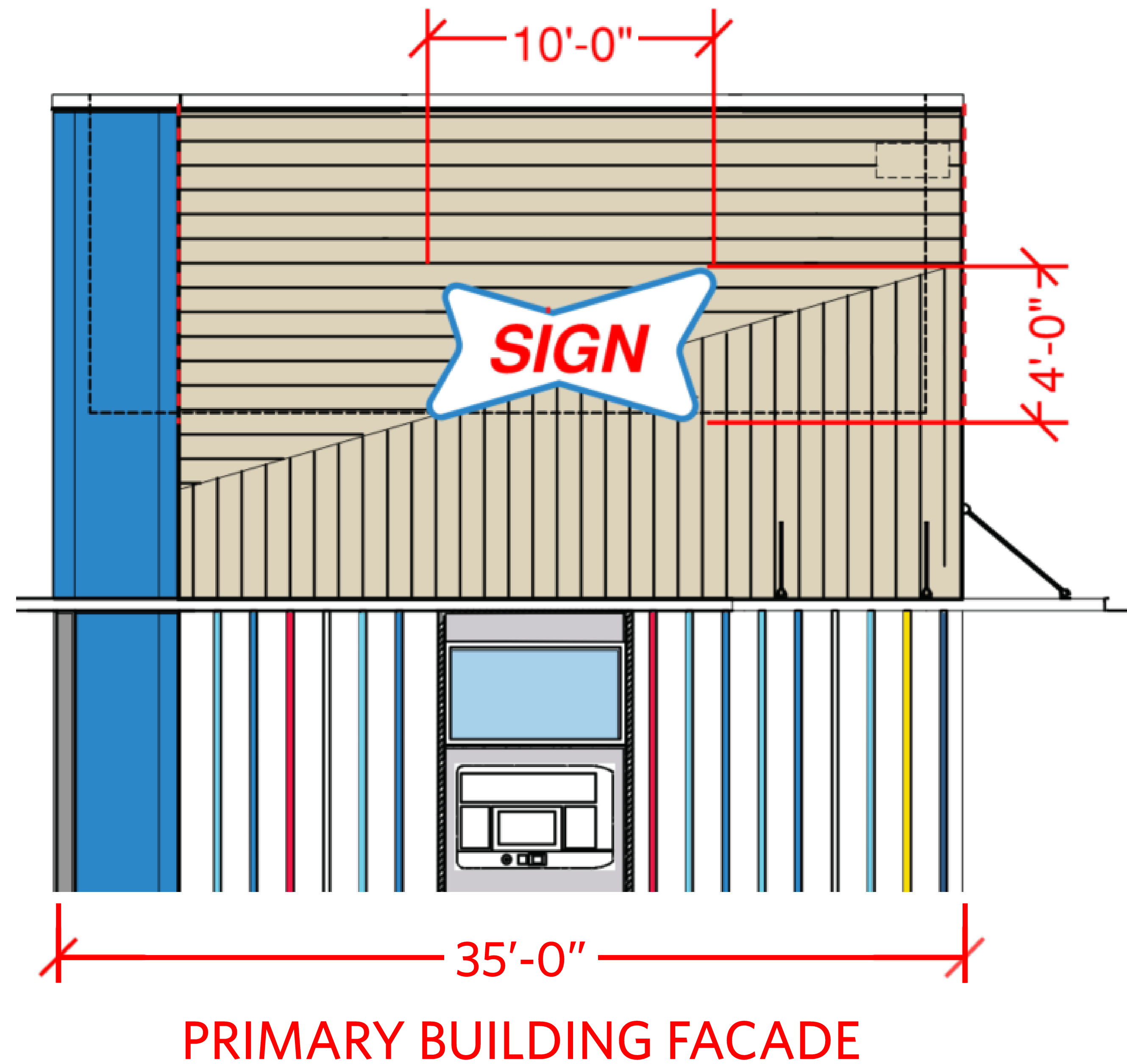
- Development Code Requirements:

- Primary Building Façades: The wall sign is allowed to be **1 sf in size per 1 linear foot** of the primary building façade length.
- Side and Rear Building Facades: The wall sign is allowed to be **0.5 sf per 1 linear foot** of the side and rear building façade length.
- Note: If any building façade length is less than 32 feet, then the maximum sign area is 32 sf for that side.

Wall Mounted



Quiz: Which Wall Sign Is Allowed?

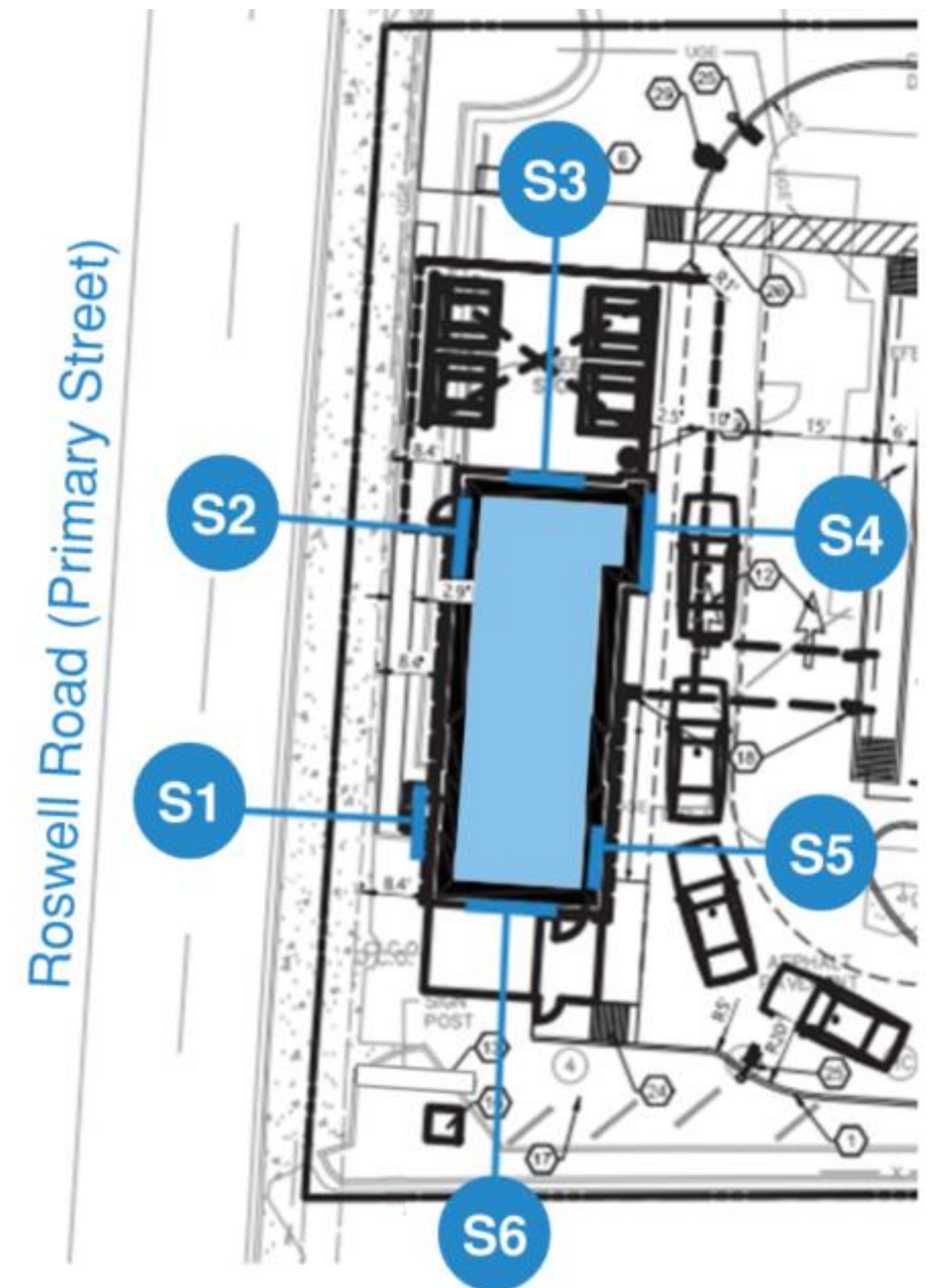


- Sign Area = 10'-0" x 4'-0" = 40 sf
- Façade Length = 35 ft
- 1:1 ratio = 35 sf Allowable Sign ❌ Fail

- Sign Area = 8'-0" x 4'-0" = 32 sf
- Façade Length = 35 ft
- 1:1 ratio = 35 sf Allowable Sign ✅ Pass

Quiz: Wall Sign Locations

- Which signs are allocated **1 sf in size per 1 linear foot of facade?** (Hint: Primary Façade)
 - S1 } Note: Multiple signs are allowed on a single façade BUT
 - S2 } the total sign area cannot exceed the total allowable.
- Which signs are allocated **0.5 sf in size per 1 linear foot of facade?** (Hint: Side & Rear Façade)
 - S3
 - S4 } Note: Multiple signs are allowed on a single façade BUT
 - S5 } the total sign area cannot exceed the total allowable.
 - S6



Shingle Sign (Sec 8.3.15)

Wall Mounted

- **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.
- **Development Code Requirements:**
 - 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



Projecting Sign (Sec 8.3.14)

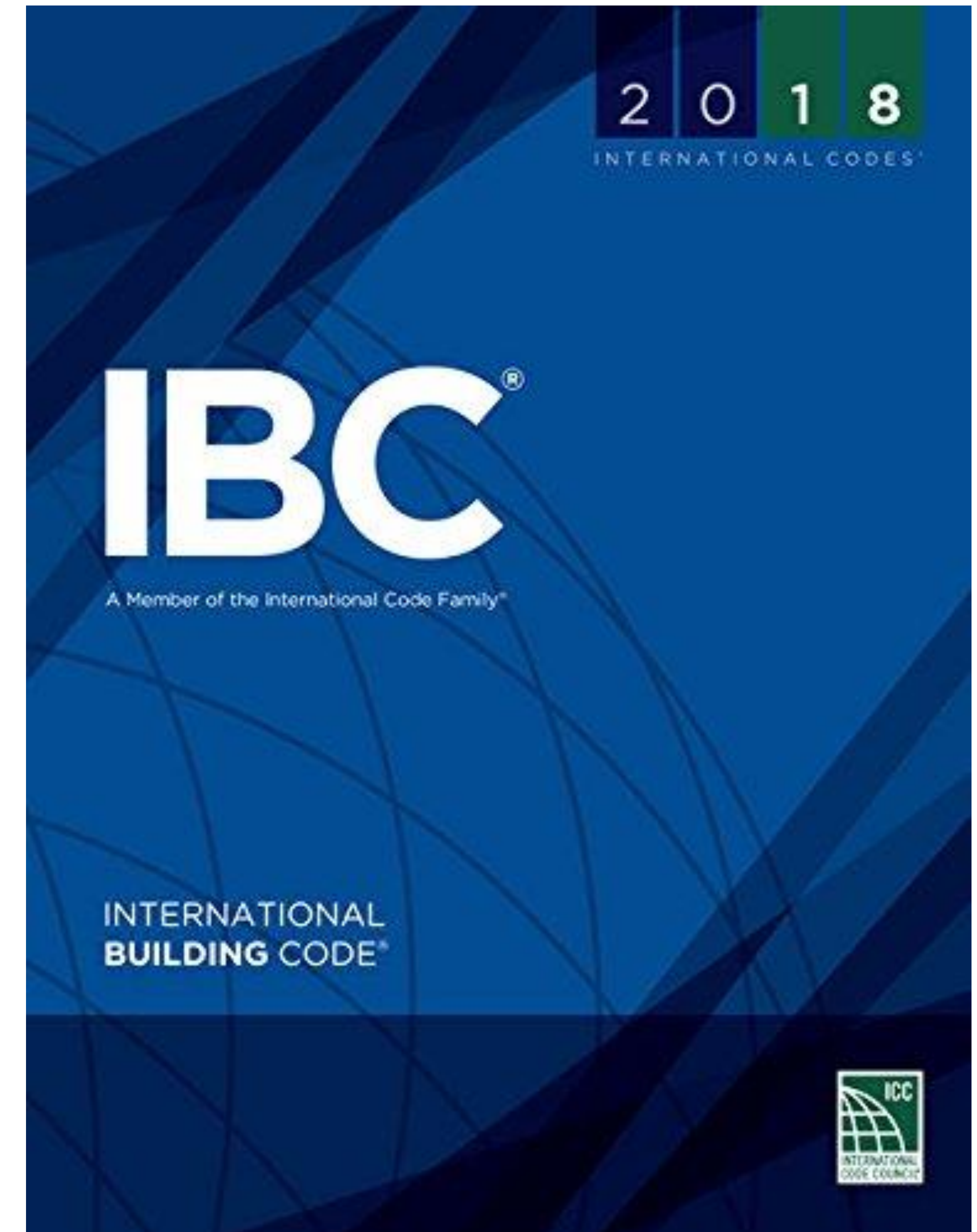
- **Definition:** A sign attached to the building facade at a 90-degree angle, extending more than 1 foot from the outside wall of the building or structure.
- **Development Code Requirements:**
 - 20 ft from any other shingle or projecting sign
 - Max height above sidewalk: 24ft
 - Cannot extend over roof unless on a one-story building in case it can extend 2 ft
 - Max Sign Area: 48 SF

Wall Mounted



What Are the Building Code Requirements?

- **The Building Code** adopted by the State of Georgia and all major cities in the state, including Sandy Springs, is the International Building Code (IBC)
 - We are currently using the 2018 IBC
 - Sign Code Requirements are outlined in “Appendix H – Signs” of the 2018 IBC.
 - This appendix specifies the minimum design criteria and support requirements for signs



Structural Design Criteria

Wall Mounted

- 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** (Most Common)
 - Risk Category IV: Seismic Design Category D

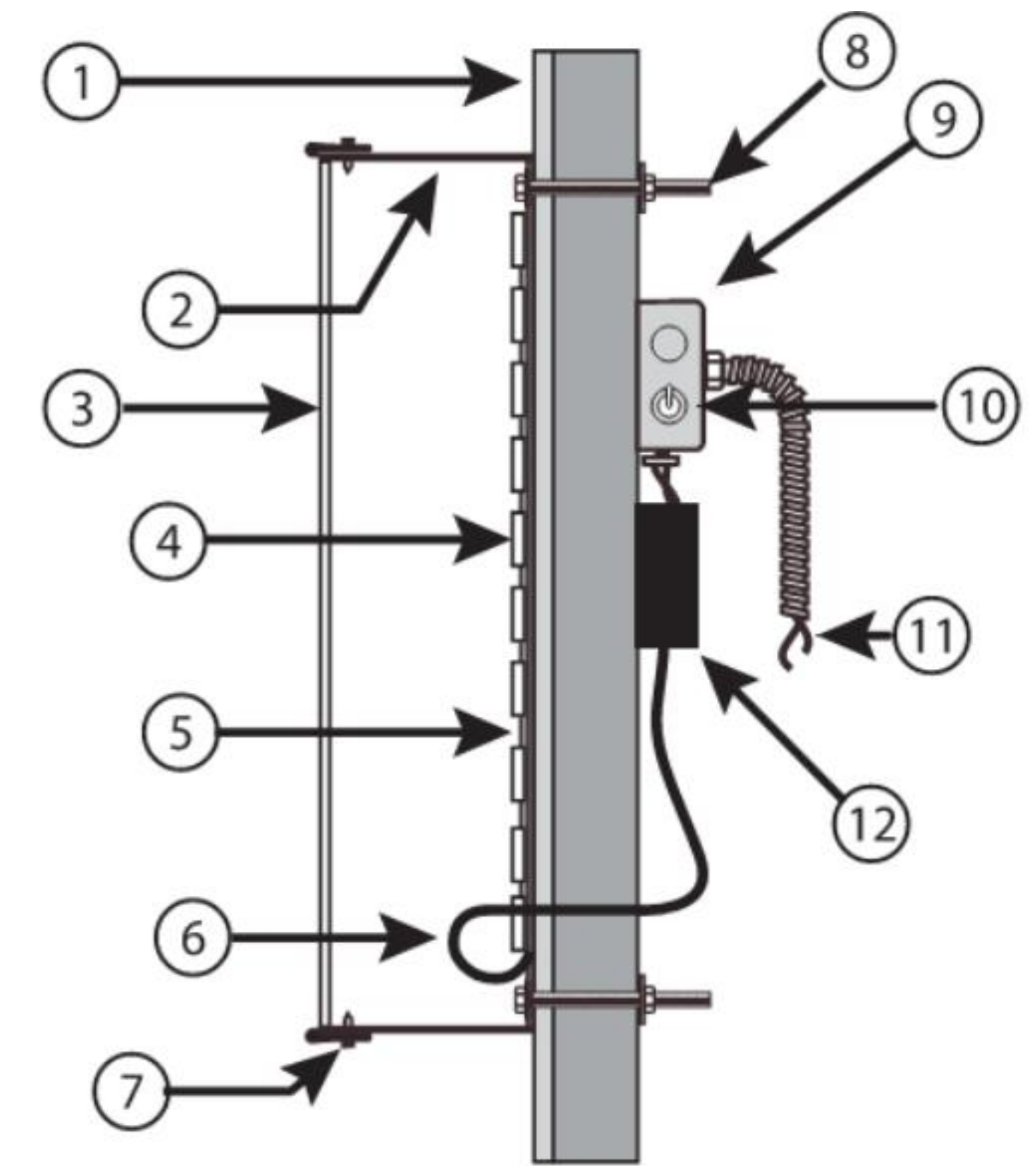
Wall Sign Design

- **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



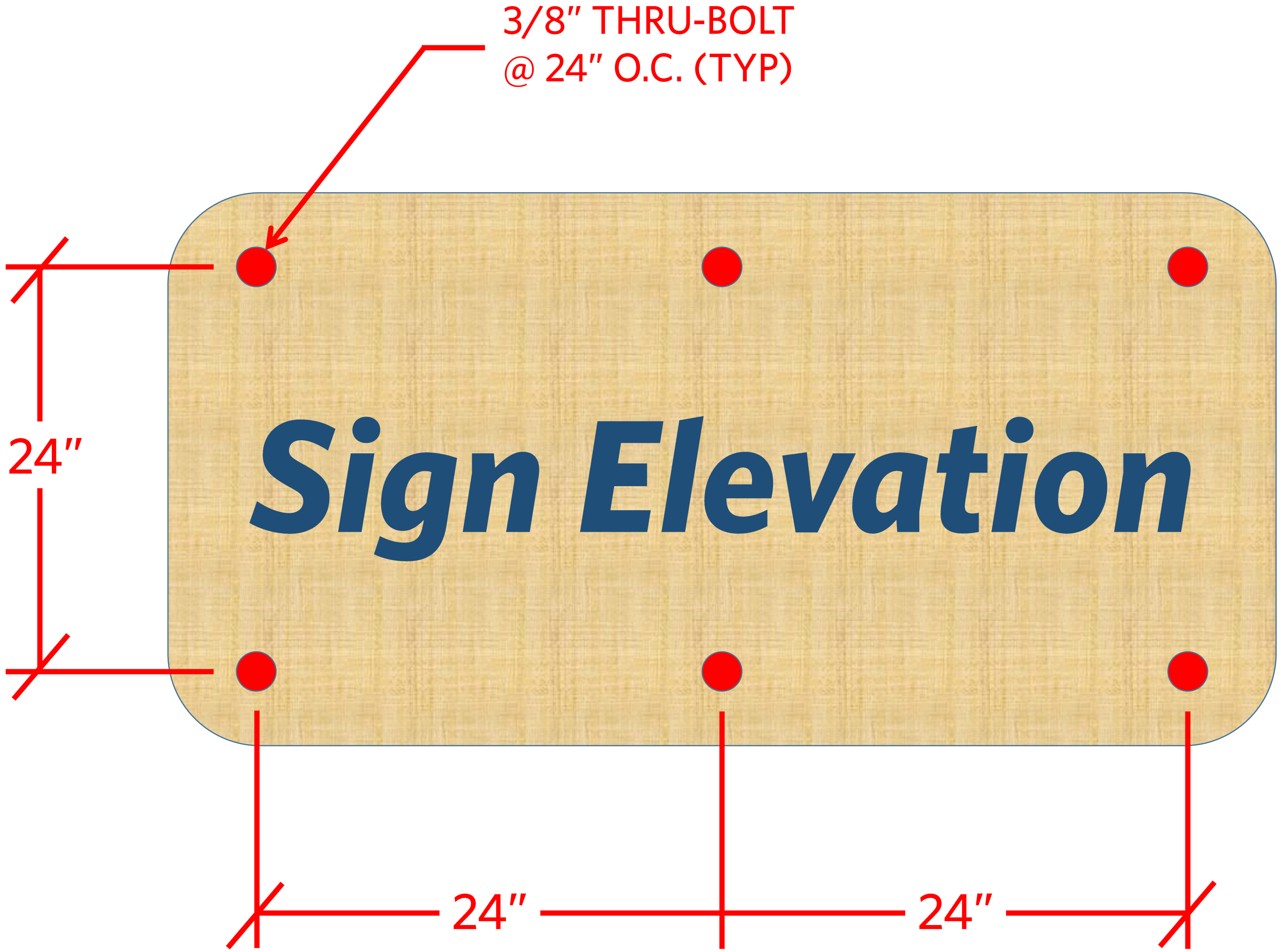
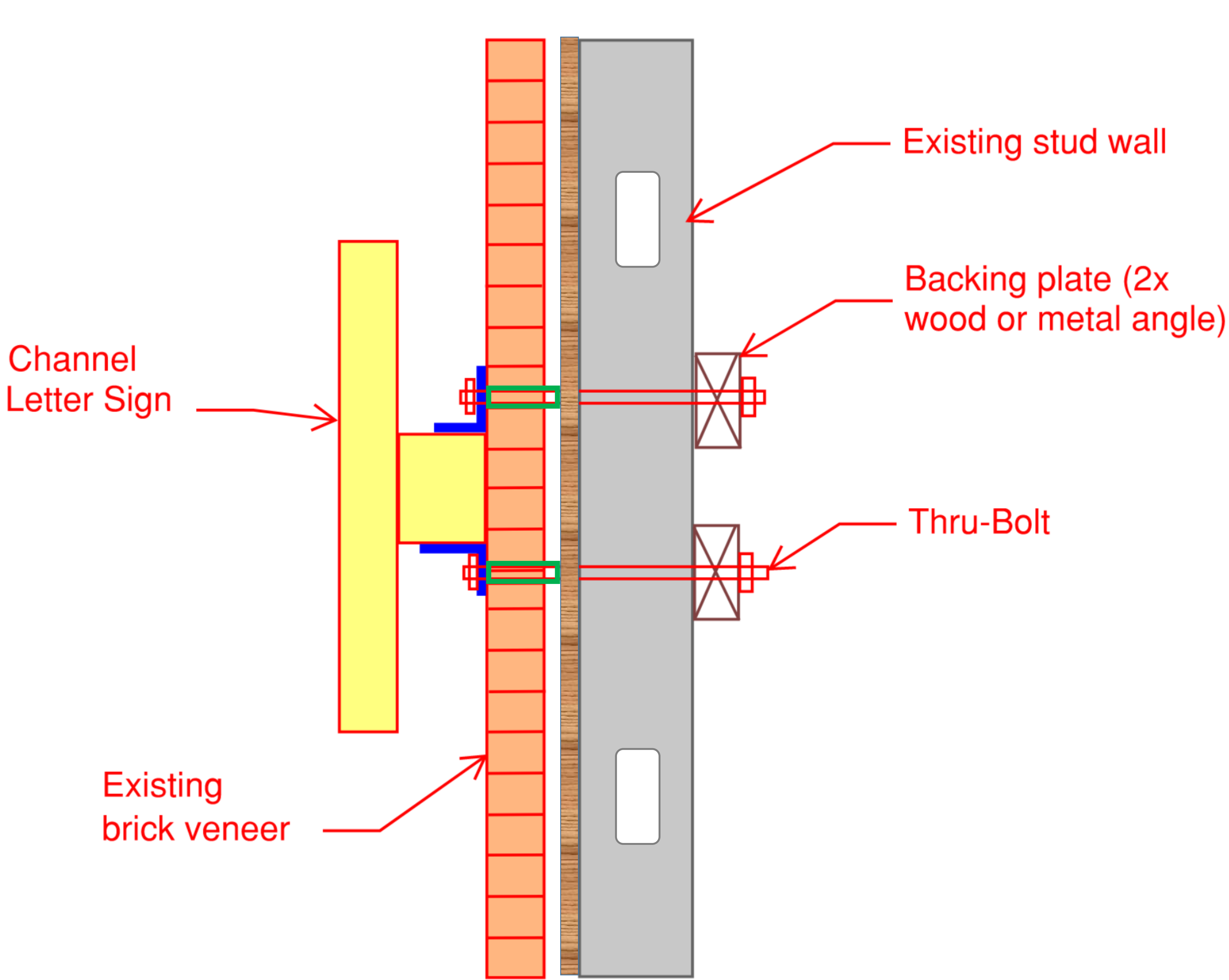
LED-ILLUMINATED PAN CHANNEL LETTER DETAIL

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

Wall Mounted



What Do We Need For Wall Sign Permits?

- Application
- Owner Authorization
 - From the Owner/Property Manager
- Existing Building Elevation
- Proposed Building Elevation
 - Building/Suite overall dimensions
 - Sign overall dimensions
- Wall Connection Detail
 - Showing the site-specific existing wall construction
 - Showing all the structural connection member sizes, types, quantities, and spacing
 - Elevation view of the sign showing all the fastener locations

GROUND MOUNTED SIGNS

Monument Sign (Sec 8.3.13)

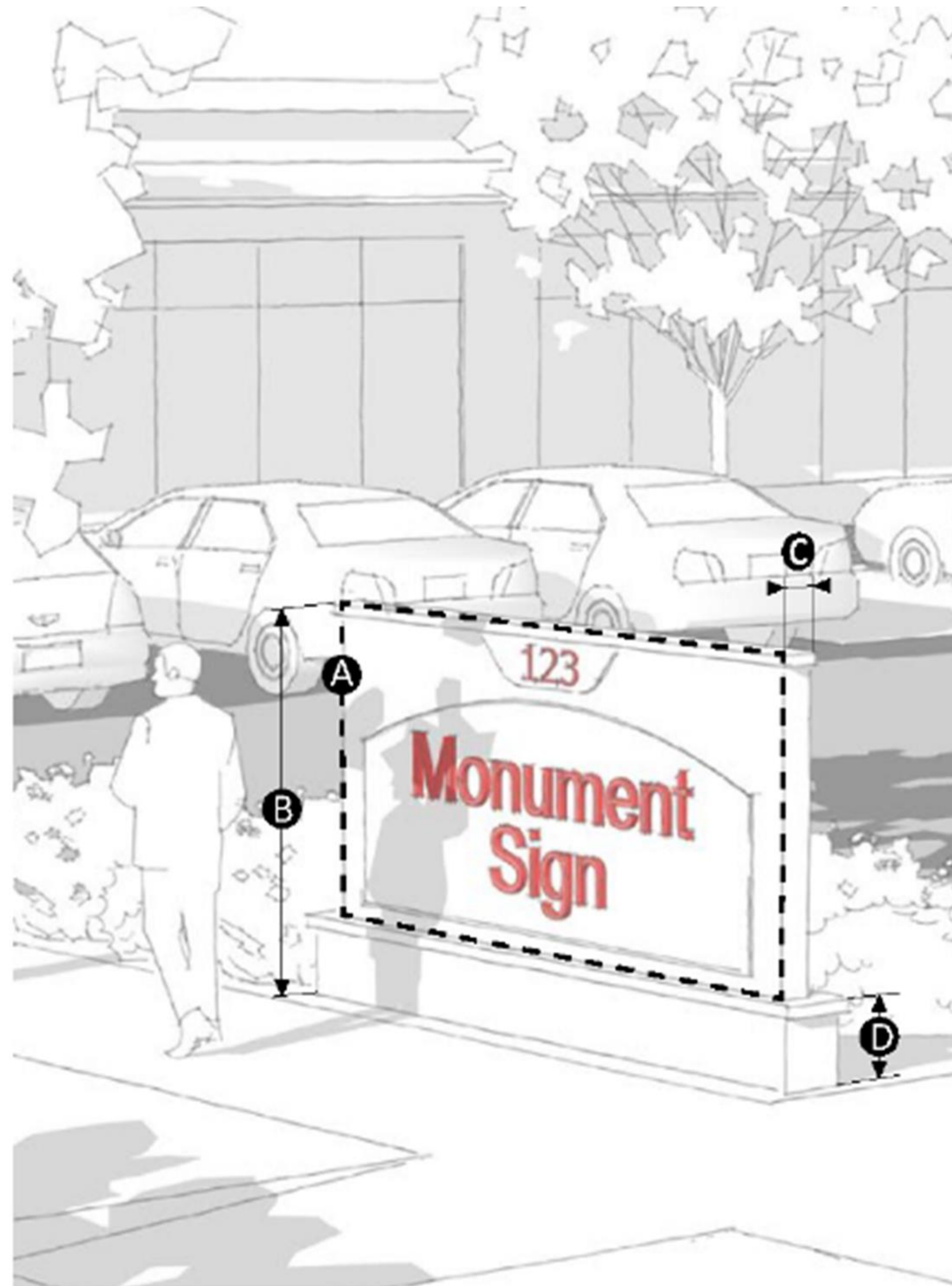
Ground Mounted

- **Definition:** A permanently affixed sign which is wholly independent of a building for support and attached to the ground along its entire length for commercial development.
- **Development Code Requirements:**
 1. Sign located within 100 ft of a street must have the address number on it.
 2. 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 must be constructed of durable materials (Sec. 6.6.2.B.3).
 4. May be externally or internally illuminated (Sec. 8.3.21.)



Monument Sign (Sec 8.3.13)

Ground Mounted



- Size Restrictions

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

Entrance Sign (Sec 8.3.17)

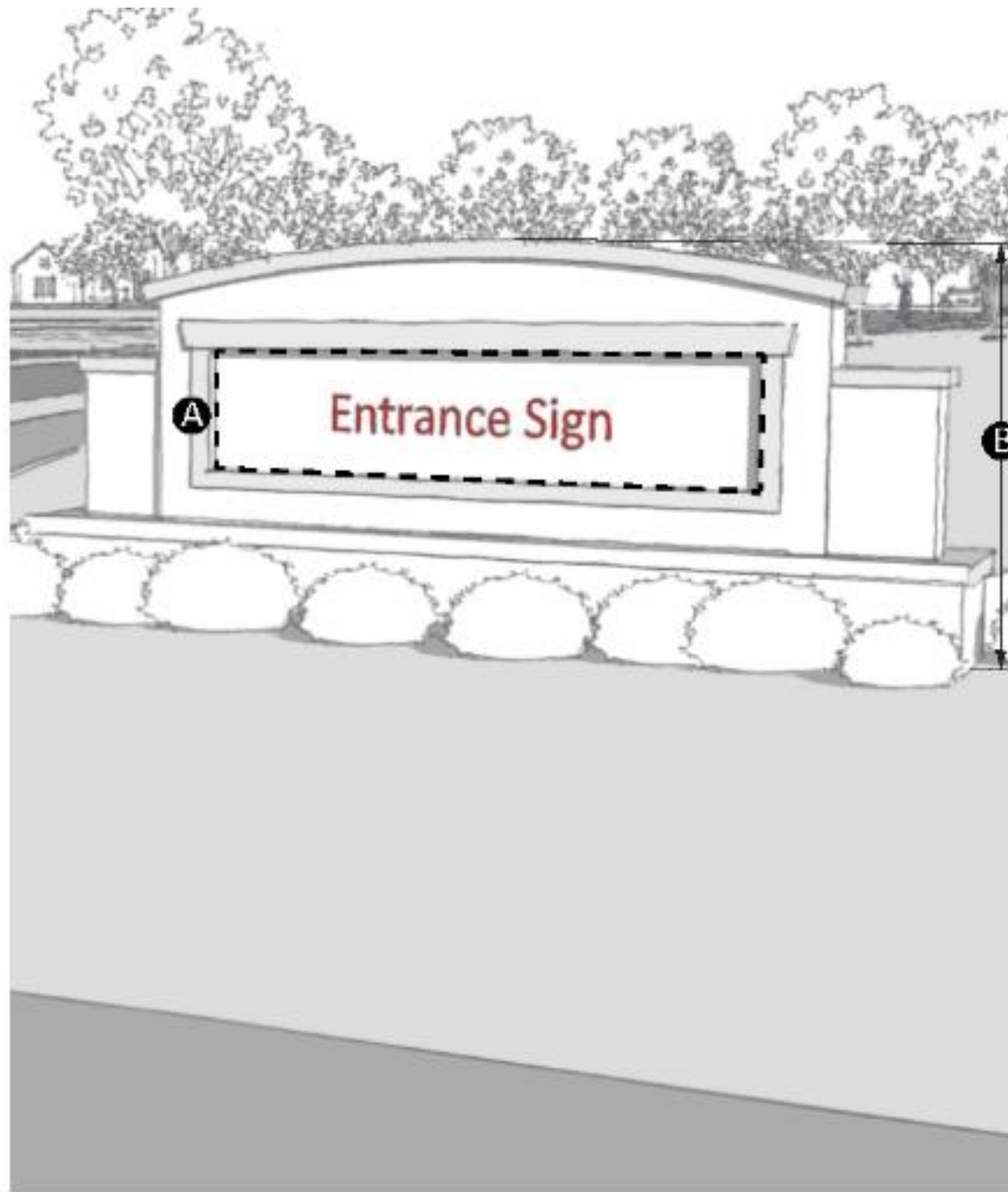
Ground Mounted

- **Definition:** A permanently affixed sign that is wholly independent of a building for support attached along its entire length used to identify entry to residential development.
- **Development Code Requirements:**
 1. Must be set back at least 10 ft from Right of Way
 2. Must not encroach on a Sight Visibility Triangle
 3. May be externally illuminated.



Entrance Sign (Sec 8.3.17)

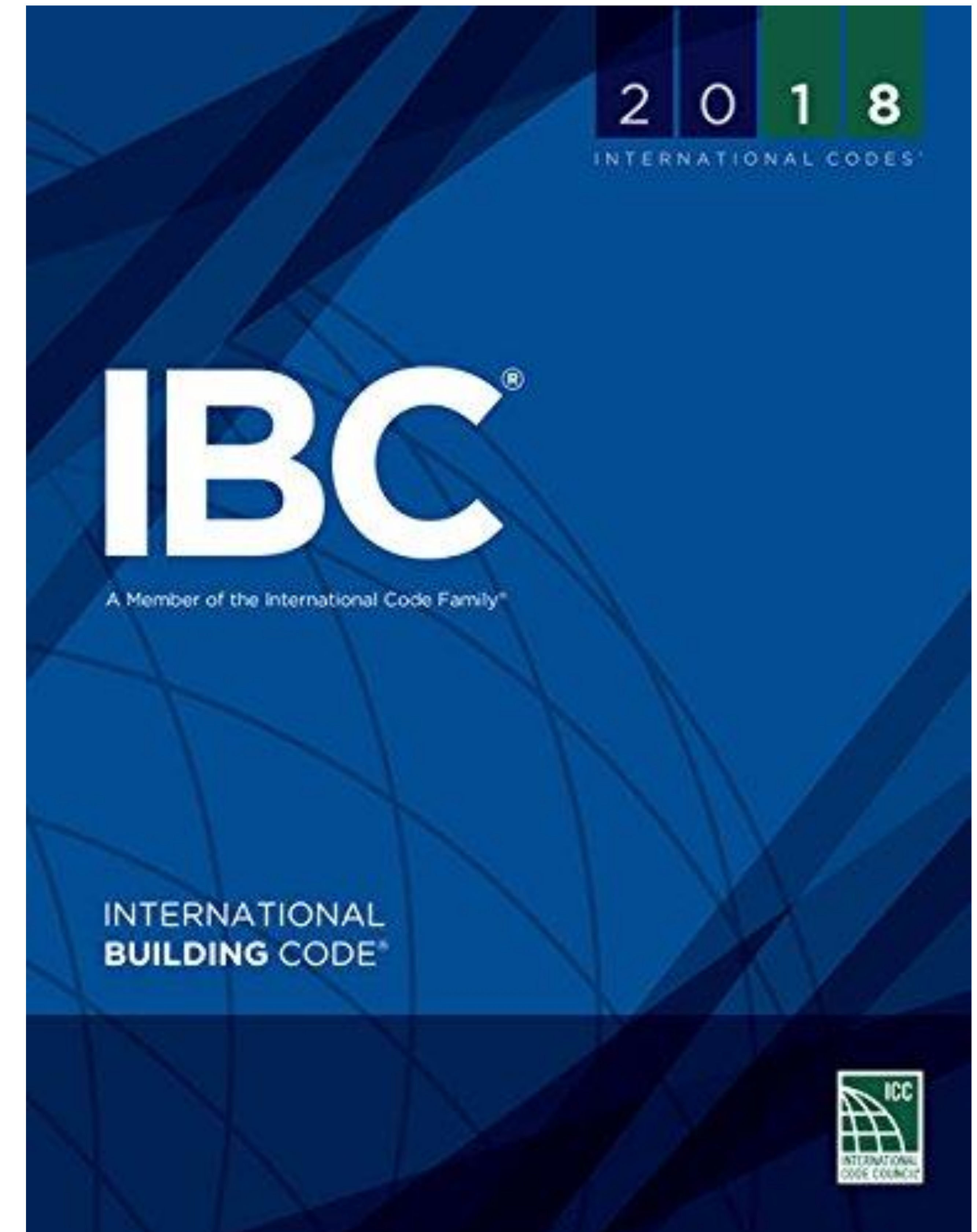
Ground Mounted



- **Size Restrictions**
 - Maximum Sign Area = 32 SF
 - Maximum Sign Height = 8 ft
 - One (1) sign allowed per side of an entrance
 - Maximum of two (2) signs per property

What Are the Building Code Requirements?

- **The Building Code** adopted by the State of Georgia and all major cities in the state, including Sandy Springs, is the International Building Code (IBC)
 - We are currently using the 2018 IBC
 - Sign Code Requirements are outlined in “Appendix H - Signs” of the 2018 IBC.
 - This appendix specifies the minimum design criteria and support requirements for signs



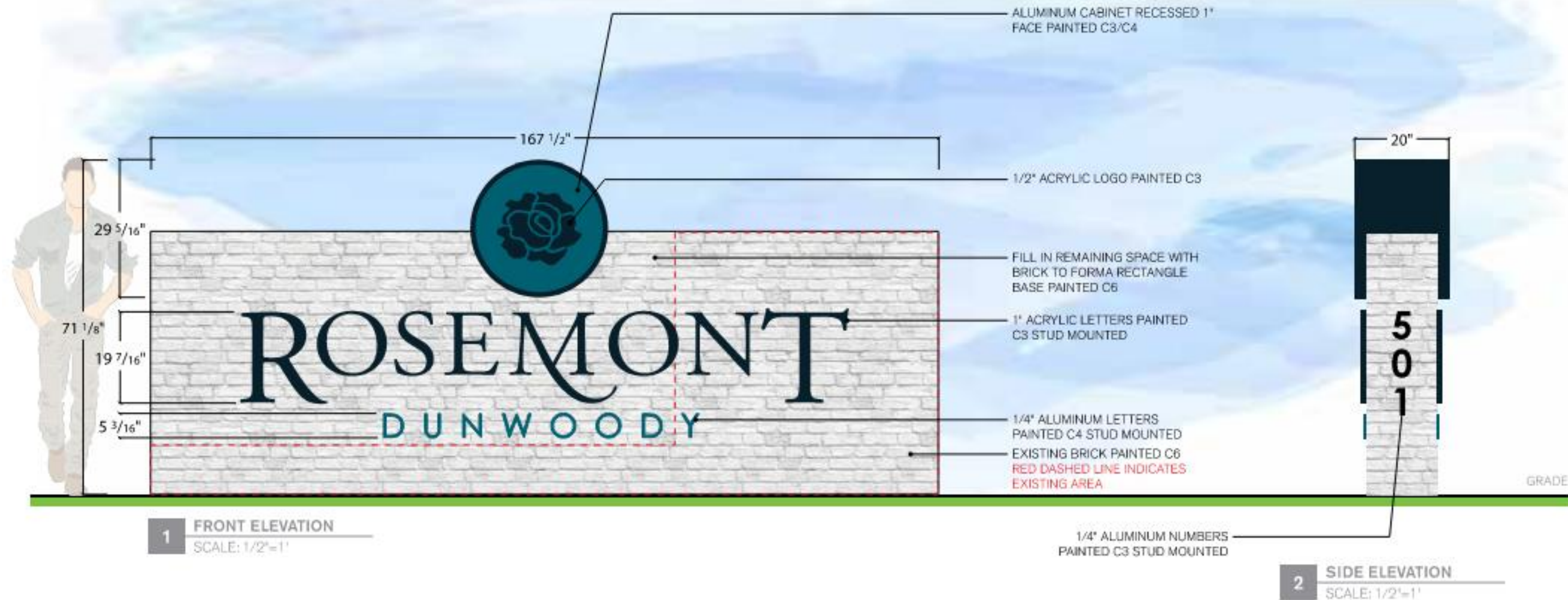
Structural Design Criteria

Wall Mounted

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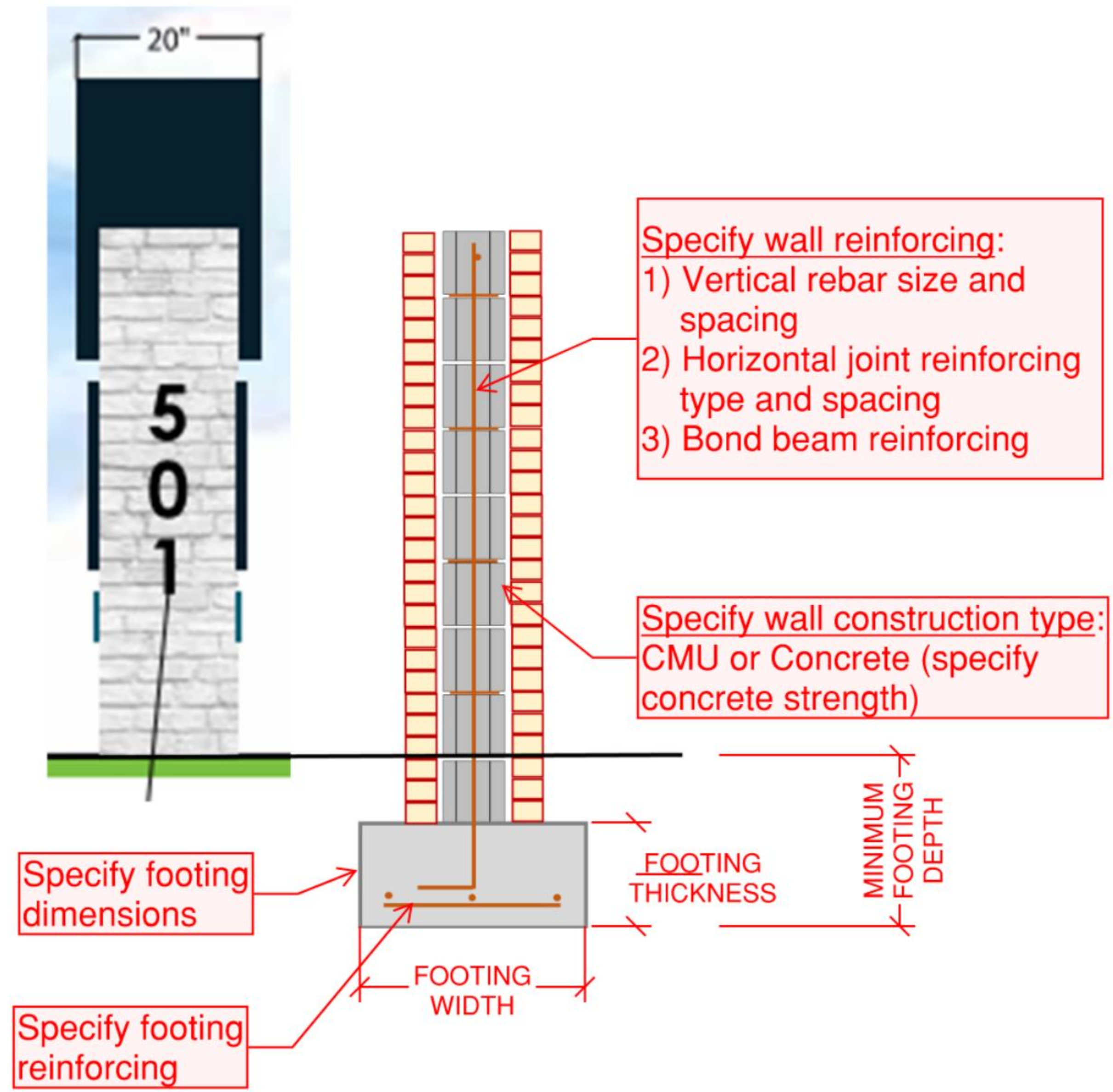
Monument Sign Design

Ground Mounted



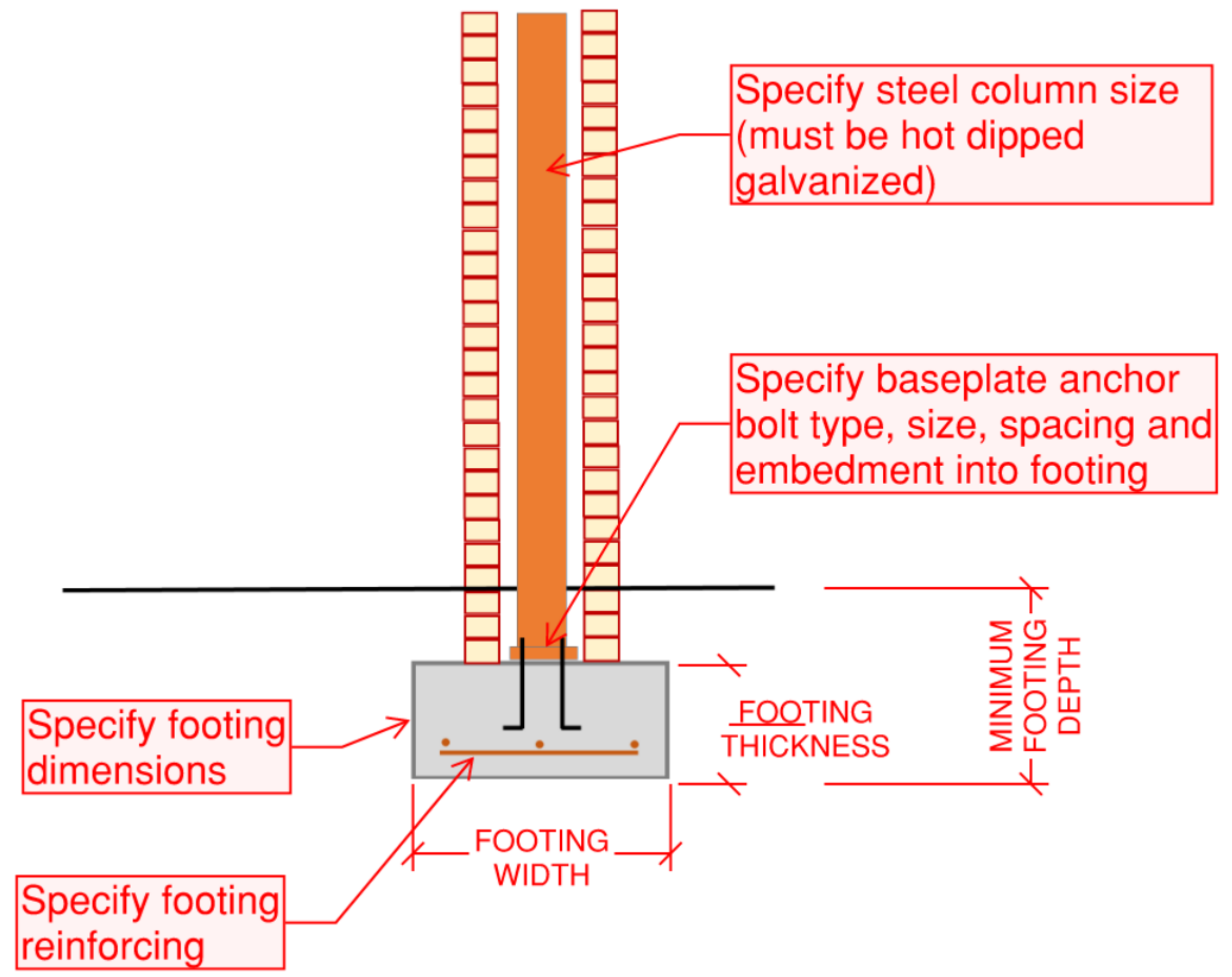
- Missing the structural wall section
 - How is this being built? (CMU, Concrete, Steel Posts, Metal Studs?)
 - How big is the foundation? (Size of footing, Rebar, Clear Cover, Dowels?)

Monument Sign Design



Solid Wall Sign

Ground Mounted



Solid Wall Sign

What Do We Need For Ground Sign Permits?

- Application
- Owner Authorization
 - From the Owner/Property Manager
- Site Plan showing the location of the sign on the property
- Proposed Sign Elevations
 - Sign overall dimensions
 - Materials listed
- Ground Sign Structural Detail
 - Footing type with dimension, rebar size, quantity, and spacing
 - Wall framing material type and size
 - Elevation view of the sign showing all the fastener locations

TEMPORARY SIGNS

Temporary Signs (Sec 8.3.18)

- **Definition:** A sign that is not permanently mounted and not intended to be displayed for an extended period of time. All banners are considered temporary signs.
- **Development Code Requirements:**
 - 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.
 - **Signs may be displayed on the same lot for a maximum of three, two-week (14-day) periods per calendar year.**



Temporary Signs (Sec 8.3.18)

- Temporary Signs On New Buildings

- 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.



Sign Inspections

Sign Inspections

- All inspections shall be requested through the Build Sandy Springs online portal:
 - **Ground Mounted Sign Inspections:**
 - Foundation Inspection
 - Wall Reinforcing Inspection (only for CMU or concrete signs)
 - Framing Inspection (only for steel posts and galvanized metal studs)
 - Final Inspection
 - **Wall Mounted Sign Inspections:**
 - Submit a photograph of the sign connection to the supporting structural elements of the building.
 - Please note that the connection design must be installed as shown on the approved plans.

Code Enforcement

Proper Design & Installation of Signs

1. Violations and Penalties

1. (NOV, Citations, Court Appearance, Fine)

2. Prohibited Signs

3. Location

2. Signs not allowed in right-of way
3. How do you calculate the right-of-way?

4. Examples of Prohibited and Temporary Signs

5. Signs Not Requiring A Permit

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)

- **Notice:** The permittee or citizen shall be given 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 or citizen refuses to correct the deficiencies or remove the sign, then the City will have the sign removed at the expense of the permittee.
- Signs placed in the public-right-of way can be removed by City employees without notice and disposed of in a designated area.
- **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 can 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 a misdemeanor offense and the violator is subject to a fine of up to \$1,000.00, imprisonment for up to 6 months, or both fine and imprisonment.

How is the Right-of-way Measured?

- Right-of-way means, generally, property or any interest therein, whether in the form of a strip, which is acquired for or devoted to a public road.
- The width of the required right-of-way varies with the design of the roadway. Permanent roadway structures such as pavement, curb & gutter, sidewalks, regulatory signage, and guardrails are located within the right-of-way, as well as roadway shoulders.
- As a rule of thumb, signs shall be placed behind public utility poles or devices, with the permission of the property owner. Measurements are taken 10-13 feet from the edge of pavement or behind curb if present.

Prohibited Signs

- Sign constructed and maintained wholly upon or over the **roof a building**
- Sign that is **not permanently affixed** to the ground or to a structure (i.e., trailer signs or signs mounted or painted on **vehicles** parked in such a manner to serve the purpose of an advertising device)
- **Freestanding sign** that sits upon a base or pole that is less than 75% of the width of the sign face
- **Rotating or animated** signs involving motion or sound.
- **Flashing, blinking,** or varying light intensity signs, including scrolling messages and video
- **Balloons** or other air-filled devices.

Prohibited Signs

- **Wind signs** (temporary signs mounted on a pole and intended to flutter in the wind to attract attention)
- **Reflective** or mirrored sign
- Signs that contain or are an **imitation** of an official traffic sign or
- **Pennants, streamers and banners**, except as expressly allowed in Sec. 8.3.5
- **Search lights**
- **Changeable copy signs**, except as expressly allowed in this Division
- **Signs mounted** to a tree, traffic sign utility pole or similar structure

Prohibited Signs

- Signs **advertising illegal** activity
- Signs in **poor condition** or not in good repair (maintenance section)
- **Abandoned** signs
- A sign **held by or attached** to a **human** for the purposes of advertising or otherwise drawing attention to an individual, business
- **Rope lighting** (typically installed around windows and doors openings or along eaves)

Where Are Removed Signs Taken By City Staff?

- Removal without Notice-
 - When unauthorized signs are placed in the public right-of-way or upon public property, code inspectors and field services staff are authorized to remove them.
- The signs are taken to the Morgan Falls Baseball Park and placed in the dumpster.

Prohibited Signs

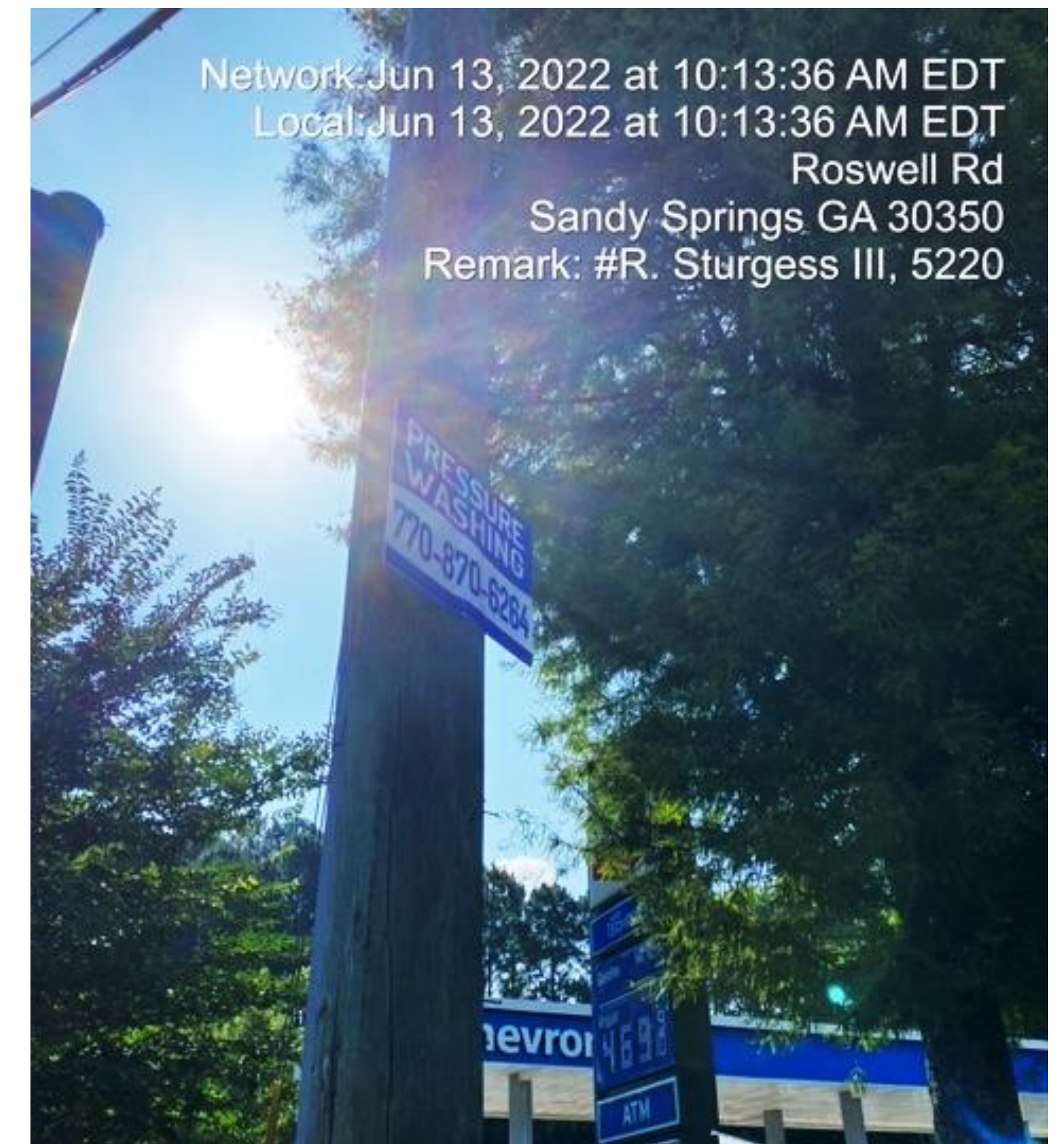
Wind sign



Sign affixed to a traffic device



Sign affixed to a utility pole



Signs Not Requiring a Permit

Sidewalk Sign (aka "Sandwich Board" or "A-Frame" Sign)



- Public Interest Signs
- Signs Not Visible from a street or neighboring property.
- Window Signs, installed inside a window for purposes of viewing from outside the premises. Signs must not exceed 25% of the window area.
- Construction Fence Wraps
- Flags
- Murals (cannot advertise a service or product)
- Sidewalk Signs

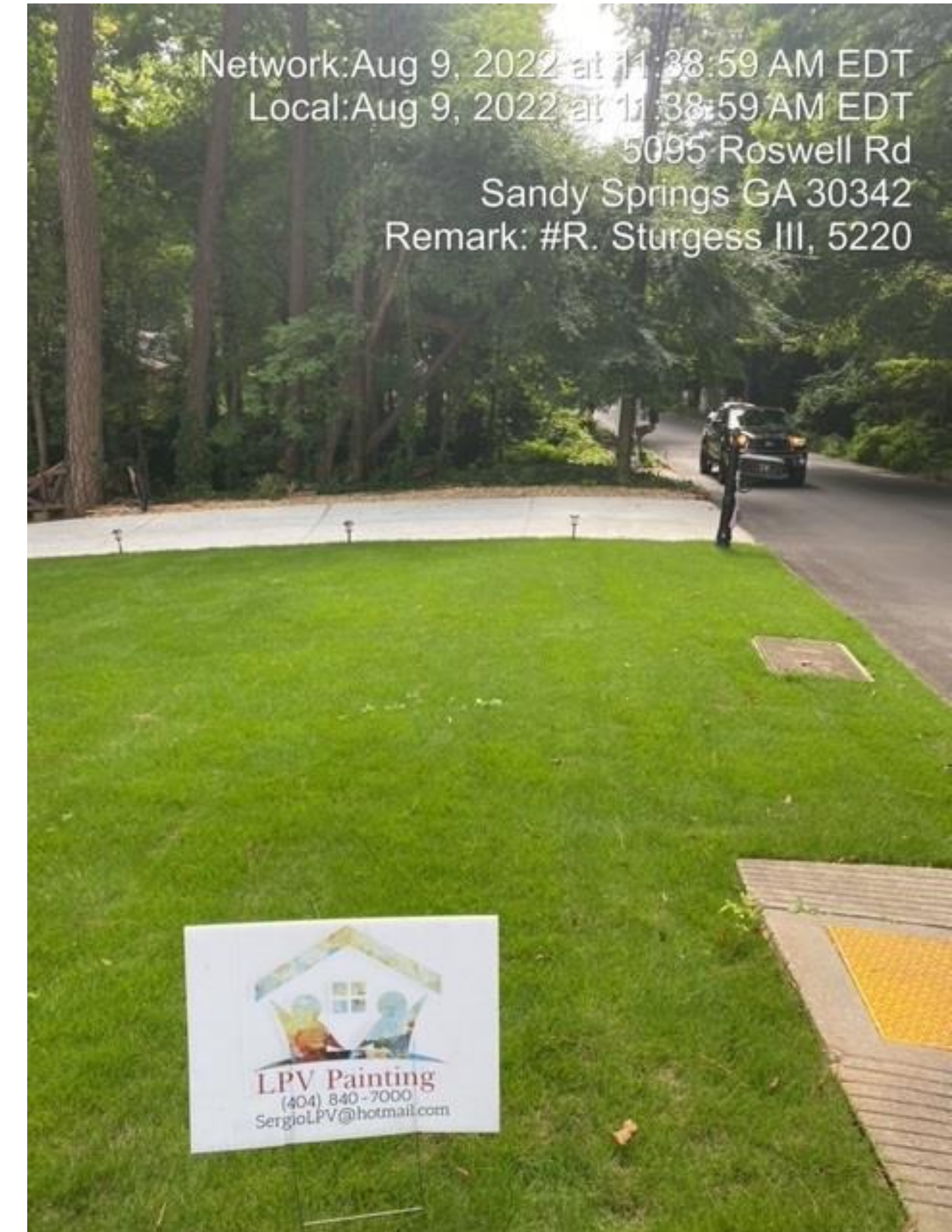
Signs Not Requiring a Permit



Changing Panels for New Business



Temporary Sign-All Other Areas (Non-residential)



Temporary Sign-Residential

Code Enforcement Division

Contact:

Yvonne Shaw

City of Sandy Springs
Code Enforcement Manager

1 Galambos Way

Sandy Springs, Georgia 30328

770-206-1589 (o)

yshaw@sandyspringsga.gov

Visit:

- <https://www.sandyspringsga.gov/code-enforcement>
- <https://www.sandyspringsga.gov/city-code-and-ordinances>

**Please reach out to City Staff
for further assistance.**

Make an appointment at City Hall: <https://spr.gs/qless>

Reach us via phone: **770-730-5600**

Thank You!

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LaQuita Williams – lwilliams@sandyspringsga.gov

Yvonne Shaw – yvonne.shaw@sandyspringsga.gov