

GDOT Outdoor Advertising Permit Transfer

Permit Number: _____ (one transfer form per permit)

Date sign was purchased by new owner: _____

We, the undersigned agree to the terms and conditions of the original permit **OR** permit as properly amended at the time of signing of this document:

Seller Information

Print Corporate Name

Name of Seller Corporate Title

Address

City State Zip

Phone #

Email

F.E.I # or Social Security # (whichever applicable)

Buyer Information

Print Corporate Name

Name of Buyer Corporate Title

Address

City State Zip

Phone #

Email

F.E.I # or Social Security # (whichever applicable)

I, _____ affirm that this permit has been lawfully transferred and that our
Print Authorized Buyer's Contact Name
lease, any underlying lease, or other ownership interest in the property allows for our entry, our agent's entry, and authorizes the Department entry onto the property for purposes of enforcement of any Georgia law, regulation, or order.

Seller's Contact Signature

Print Authorized Seller's Contact Name

Signed, sealed and delivered the _____ day
of _____ 20 _____.

Notary Public

Date My Commission Expires

Buyer's Contact Signature

Print Authorized Buyer's Contact Name

Signed, sealed and delivered the _____ day
of _____ 20 _____.

Notary Public

Date My Commission Expires

Property Owner Business Name (if applicable)	
Property Owner's Name	
Property Owner's Address	
City, State, Zip Code	
Telephone Number	
E-mail Address (if available)	

Permit Transfer Instructions

Permit transfers must be typed or filled out in ink. Only completed forms will be reviewed. Incomplete forms will be returned to the applicant. Ensure that the required GDOT permit tag is affixed to the sign and visible before submitting a transfer form.

GDOT Permit Number Information

1. **Current Number:** Provide the current GDOT permit number for which you are requesting to transfer.
2. **Date the Sign was Purchased by New Owner:** Provide date of purchase by new owner.

Applicant / Property Owner Information

3. **Name of Seller:** Person, corporate entity, or Trust in whose name the permit is listed. The person or corporate entity name and F.E.I.# / Social Security # you provide on the form should match the name and F.E.I.# / Social Security # that GDOT has on file for the permit on the form.
4. **Name of Buyer:** Person, corporate entity, or Trust in whose name the permit will be listed. This will be the name used by GDOT for all billing notices and any correspondence from GDOT to you. The person or corporate entity name and F.E.I.# / Social Security # you provide on the transfer form should match the name and F.E.I.# / Social Security # on the copy of the W-9 Form you provide.

Buyer's Affirmation, Signatures, and Notary

5. The Buyer affirms that the sign has been lawfully transferred and the lease allows for representatives of the Department to enter the property for enforcing any Georgia law or regulation. A lease must include a right of entry in favor of and acceptable to GDOT for the purpose of inspecting said sign site or to remove any illegal sign or take any other lawful action regarding the sign.
6. Both parties' authorized agents print and sign their names before a notary. Both sides shall be notarized.

Property Owner Information

7. Provide the current property owner's contact information.

Submission of Transfer Form:

8. Submit the transfer form and all required attachments to the Georgia Department of Transportation, One Georgia Center, 600 West Peachtree Street N.W, 10th Floor, Atlanta, Georgia 30308, Attn: Outdoor Advertising Office

Required Attachments: The following attachments (if applicable) are required for a complete form.

- a. A Copy of your W-9 Form from the Buyer.
- b. For corporate entities or Trusts who are the Seller or Buyer: A signed statement from a corporate officer or executor, on company letterhead, authorizing the Agent(s) to sign this transfer on their behalf.
- c. The correct transfer fee. (fee amounts are available on the Outdoor Advertising webpage)

Mass Transfers:

- For mass transfers (those exceeding 75 permits) the buyer should contact the Outdoor Advertising Office prior to filling out the forms.