



# County of Greenville

*"... At Your Service"*



**Greenville County Square  
301 University Ridge, Suite 4100  
Greenville SC 29601-3660  
Phone (864) 467-7060 Fax (864) 467-7407**

## SIGN – PERMIT APPLICATION

*(See Reverse side of this application for Submittal Requirements)*

Name of Business: \_\_\_\_\_ Tax Map Number: \_\_\_\_\_

Business/Tenant Certificate of Occupancy Permit Number (s): \_\_\_\_\_

**Sign Permit Application cannot be processed without a Certificate of Occupancy.**

**To obtain a Certificate of Occupancy; a Building Feasibility Application must be submitted and processed:**

Contact name for Business: \_\_\_\_\_ Contact number for Business: \_\_\_\_\_

Exact address of sign: \_\_\_\_\_

Exact directions to sign: \_\_\_\_\_

**Type of Sign :** ( ) Wall ( ) Monument\* ( ) Portable\* ( ) Pylon\* ( ) Other\* \_\_\_\_\_

\* Width of right-of-way: Greenville Co. maintained \_\_\_\_\_ feet, or SCDOT maintained \_\_\_\_\_ feet \_\_\_\_\_

Number of Existing Signs on site: \_\_\_\_\_ Cost of Sign: \_\_\_\_\_

Sign Company: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Permit Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

The applicant hereby certifies and agrees that he/she has read the above information and is true and correct.

Applicants signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Applicants Name: \_\_\_\_\_

### NOTE:

**THIS SIGN PERMIT IS VALID ONLY FOR THE SIGN SHOWN IN THE SUBMITTED PLANS FOR 180 DAYS.**

**ANY CHANGES TO THE SIZE, HEIGHT OR PLACEMENT OF THE SIGN SHALL CAUSE THIS PERMIT TO BECOME INVALID.**

----- For Office Use Only -----

Zoning Classification: \_\_\_\_\_ Portable Sign Decal No. \_\_\_\_\_ Application / Permit No. \_\_\_\_\_

Sign Information: Area \_\_\_\_\_, Height \_\_\_\_\_, Other Info \_\_\_\_\_

**Comments and Tenant Permit Numbers:** \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

# SIGN SUBMITTAL GUIDELINES

(Reference the Greenville County Sign Ordinance for other requirements)

## Portable Signs:

- Establish setbacks for the verified setback classification (in no case can a sign be located closer than 5' from the right-of-way\*).
- Display Surface shall not exceed Fifty (50) square feet.
- No Flashing, Blinking, or Strobe Style Lights are permitted.
- One (1) portable sign per business. If more than one sign is located in an area there must be at least Fifty (50) feet between signs.
- Permit must be affixed to the sign.
- The permit is only good for the location for which it is purchased.
- The sign shall be removed for at least thirty (30) days after the expiration date (one year from date that the permit was purchased).

## Permanent Signs:

- Signs in POD, C-1N, PD must be approved by the Planning Commission prior to review or permitting by our office. Applicant must provide a copy of the approval letter prior to making application. Review timelines will be longer than the normal sign permit.

## Wall Signs:

- Provide a detailed dimensioned drawing of the face area of the building, include the location of sign(s).
- Provide a detailed dimensioned drawing of sign including all lettering.
- Provide sign area (height x width).
- Provide building face area (height x width).
- Provide the dimension of the distance the sign projects from the face of building.
- Wall signs must not project beyond the roofline.

## Free Standing Signs:

- Provide a detailed dimensioned site plan showing the exact location of the sign on the property (in no case can a sign be located closer than 15' from the right-of-way\*, measured from the leading edge of the sign).
- Provide a detailed dimensioned drawing of sign including all lettering.
- For signs greater than 12' in height: An Engineer shall design / seal the Footing detail.
- For signs greater than 20' in height: An Engineer shall design / seal the sign details, and verify that the structure will comply with all code requirements i.e. Wind, seismic, etc. In no case shall any sign exceed 35' in height.

\* Width of "Right of Way" for Greenville County maintained roads can be obtained by contacting the Road and Bridge Department or Codes Enforcement, for State maintained Roads\*\* contact SCDOT Encroachment Office located at 13 Saluda Dam Road, Greenville, South Carolina, 29611. This dimension is required to be on the application for processing.

\*\* It is the responsibility of the applicant to verify all SCDOT right-of-way information.

**Note:** \_\_\_\_\_

All signs in or out of zoning must comply with the sign ordinance. If a proposed sign location is located outside of a zoned area, the sign requirements will be based on any zoning classification that would allow the use of the tenant that the sign is intended for.