

SIGN PERMIT APPLICATION

GREENVILLE COUNTY

Greenville County Square
301 University Ridge, Suite 4100
Greenville, SC 29601-3686
Phone: (864) 467-7060
permits@greenvillecounty.org



Business Name		Tax Map Number	
Business/Tenant Certificate of Occupancy Permit Number		Sign Permit Application cannot be processed without a Certificate of Occupancy (CO) or building permit. To obtain a CO, a Building, Zoning Feasibility Permit Application must be submitted and processed.	
Contact Name for Business		Phone	Email Address
Address of Sign		City	State Zip
Type of Sign: <input type="checkbox"/> Wall <input type="checkbox"/> *Monument <input type="checkbox"/> *Pylon <input type="checkbox"/> *Off Premise Directional <input type="checkbox"/> **Billboard <input type="checkbox"/> *Free-standing <input type="checkbox"/> Window <input type="checkbox"/> Canopy		Number of existing signs at site: _____	Cost of sign: _____
*Width of Right-of-Way (Linear Feet) Greenville County maintained: _____		*Width of Right-of-Way (Linear Feet) SCDOT maintained: _____	
**Address of Billboard Removed: _____		**Tax Map No. of Billboard Removed: _____	
Sign Company	Sign Company Phone	Sign Company Email	
Permit Contact Name	Permit Contact Phone	Permit Contact Email	

The applicant hereby certifies and agrees as follows: 1) That he/she is authorized to make this application; 2) That he/she has read the above information and it is true and correct; 3) That he/she will comply with all County of Greenville ordinances, laws, and regulations, all State and Federal Laws and regulations regulating the use of land and structures and the construction of structures; 4) That he/she will perform only the work outlined above at the property indicated above; 5) That he/she grants the right of entry to the property to the Building Official or employees of the County of Greenville for the purpose of inspections, and posting of notices. If any of the information supplied by the owner and/or owner's agent is incorrect, the permit may be revoked. THIS PERMIT WILL BECOME INVALID WITHIN 6 MONTHS FROM THE DATE OF ISSUE IF: WORK HAS NOT COMMENCED, IF AN INSPECTION HAS NOT BEEN REQUESTED, OR IF WORK HAS BEEN SUSPENDED FOR A PERIOD OF 6 MONTHS. This permit is permission to proceed with construction and shall not be construed as authority to violate, alter, or set aside any of the provisions of the Building Code and any other applicable laws or ordinances, nor shall the issuance of this permit prevent the Building Official from requiring correction of errors in construction documents or of violations of the Building Code of the County of Greenville, South Carolina.

Signature by Owner or Authorized Agent	Date
Print Name	Permit Version 11.20.2017-JH02

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.

Commercial Fee Schedule: <https://www.greenvillecounty.org/CodesEnforcement/forms/March%202017%20-%20Permit%20Fees%20-%20Commercial.pdf>

Everything Below is for **OFFICE USE ONLY**.

Zoning Classification	Application/Permit No.	Sign Area	Sign Height	Other information
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Comments: _____

Approved By:	Date
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Sign Submittal Guidelines

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.
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Fee-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.
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Off Premises Directional Signs

Provide an affidavit from property owner of record authorizing use of the property for directional sign. Should ownership of the property change, a new affidavit must be submitted. Failure to comply will result in immediate removal of the sign.

* 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.
