

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. 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.