



# Greenville County

Greenville County Square  
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## 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:		Sign Permit Application cannot be processed without a CO	
<b><i>To obtain a Certificate of Occupancy; a Building Feasibility Permit Application must be submitted and processed</i></b>			
Contact Name for Business:		Contact Telephone No. for Business:	
Address of sign:		City:	State/Zip:
Exact Directions to site of sign:			
Type of sign: Wall:	<input type="checkbox"/>	*Monument	<input type="checkbox"/>
	<input type="checkbox"/>	*Portable	<input type="checkbox"/>
	<input type="checkbox"/>	*Pylon	<input type="checkbox"/>
	<input type="checkbox"/>	*Other	<input type="checkbox"/>
* Width of right-of-way: Greenville Co. maintained		feet or SCDOT maintained:	
Number of existing signs at site:		Cost of Sign:	

Sign Company:		Sign Company Phone:		Fax:	
Permit Contact Name:		Permit Contact Phone:		Fax:	

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

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

Name:		Email:	
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### 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.