



Sign Permit Application

Date _____

Business Name _____

Street Address of Proposed Sign _____

Tax Map Number _____ County: Greenville Spartanburg

Tenant Information

Name of Tenant _____

Contact Number _____

Email _____

Contractor Information

Name of Contractor _____

Contact Number _____

Email _____

Total Number of Signs _____

Type of proposed sign(s):

Freestanding # _____ Façade / Canopy # _____ Temporary (30 days only) # _____
(All require Footing Inspections)

Other _____ # _____

Total cost of the proposed sign(s) and installation (contract amount) \$ _____

Provide the following supporting materials for a complete submittal:

- A scaled drawing, including dimensions, of the sign.
- A scaled site plan of the property, indicating property lines, location and setbacks from property lines to proposed sign, sight triangles at street/driveway intersections, and any existing signs.
- Check for overhead utilities, where applicable.
- Submit footing, foundations and mounting details, where applicable. For monument signs, please submit a Commercial Building Permit Application from a General Contractor with a BD classification.
- For a projecting sign, the distance from the bottom of the sign to the ground.
- For signs 12 feet or taller, drawings sealed by a South Carolina registered engineer are required.

Some additional items are needed before a Sign Permit can be issued:

- For signs with electrical components, an electrical permit is required. Please consult the Building Staff.
- For signs within the Historic District, please consult the Planning Staff.

Signs may require multiple inspections. All signs must have a final inspection by the Planning & Zoning Staff. To schedule inspections email inspections@cityofgreer.org or call 864-968-7029.

Signature _____ Print Name _____

Fees for this application vary and are due at the time the permit is issued. Please view the fee schedule at www.cityofgreer.org. Double permit fees will be charged if ANY work is started without a permit.

OFFICE USE ONLY

Zoning District _____ **Requires Variance** _____ **Historic District** _____

Size:

Height _____ **Sq. Ft. of Face** _____ **Sq. Ft. of Façade** _____

Setbacks from ROW _____

Staff Reviewed _____

Date _____