



Office Use Only:		
Application# _____	Fees Paid _____	
Date Received _____	Accepted By _____	
Date Complete _____	App Deny Conditions _____	

APPLICATION FOR PERMANENT SIGN PERMIT

Contact Planning & Development (864) 467-4476

***NOTE: A separate Sign Permit Application must be completed for each individual proposed sign.**

Street Address of Proposed Sign: _____ **Suite/Unit/Space #** _____

Tenant/Business Name: _____ (Must be as listed on Certificate of Occupancy)

The proposed sign is for a tenant/business located in a multiple-tenant building or development. ___ Yes ___ No

The proposed sign is completely ___ new ___ change ___ other (explain) _____

The proposed sign is a (please select the appropriate option(s)):

- ___ **Window Sign:** ___ Non-illuminated ___ Illuminated
- ___ **Building Sign:** ___ Wall ___ Awning ___ Projecting
- ___ **Freestanding Sign:** ___ Monument ___ Decorative Post ___ Freestanding Suspended ___ Pylon
- ___ **Outdoor Advertising Sign (billboard)**

Brief description of the sign: _____

The cost of the proposed sign and its installation (Contract Amount) is \$ _____

Attach the following supporting materials to complete this application:

<p>For Wall, Awning, Window, and Projecting Sign:</p> <p>___ Fee</p> <p>___ A scaled drawing, including dimensions, of the sign</p> <p>___ A scaled drawing, including dimensions, of the wall on which the sign is to be located, with the proposed sign shown along with any existing signs to remain</p> <p>___ For a projecting sign, the distance from the bottom of the sign to the ground</p> <p>___ Colors/Materials</p>	<p>For Monument, Decorative Post, Freestanding, and Billboard Sign:</p> <p>___ Fee</p> <p>___ A scaled drawing, including dimensions, of the sign</p> <p>___ A scaled site plan of the property on which the sign is to be located, indicating property lines, all site improvements, location and setback from property lines of proposed sign, sight triangles at street/driveway intersections, and any existing signs to remain</p> <p>___ For a sign 12 feet or taller, drawings sealed by a South Carolina-registered engineer</p> <p>___ Colors/Materials</p>
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Additional Items necessary before a Sign Permit is issued:

___ Electrical Permit: obtained by a licensed electrician is required for an electrified sign

___ Certificate of Occupancy: for the tenant/business

___ Certificate of Appropriateness: for a sign requiring design review

___ Air Rights Encroachment Permit: for a sign projecting over a public right-of-way or other public property (requires City Council approval)

Sign Fees – Check only one box per application		
<input type="checkbox"/> Wall or Awning < 75 sf \$50	<input type="checkbox"/> Window \$50	<input type="checkbox"/> Projecting \$50
<input type="checkbox"/> Wall or Awning > 75 sf \$100	<input type="checkbox"/> Pylon \$250	<input type="checkbox"/> Freestanding Suspended \$50
<input type="checkbox"/> Monument < 10' tall \$150	<input type="checkbox"/> Electronic Message \$500	<input type="checkbox"/> Decorative Post \$50
<input type="checkbox"/> Monument > 10' tall \$250	<input type="checkbox"/> Face Change \$50	
<input type="checkbox"/> Billboard \$500		



Contractor: _____

Phone: _____ Email: _____

Mailing Address with ZIP: _____

By signing this application, I certify that I am an authorized agent for the company performing the work stated above, and that all information provided is true. I further understand if any information provided is found to be incorrect or falsely stated, this permit may be voided, and I may be responsible for violation of any and all related laws and ordinances. I further understand that installation of a sign without an approved permit is a violation of the City of Greenville Code of Ordinances and is cause for doubled permit fee and any additional enforcement action by the City Of Greenville necessary to ensure compliance with its laws and ordinances. Additionally, I certify that I understand the City Of Greenville will not approve a sign that reflects an address different than the actual physical address of a property.

Signed: _____ Date: _____

Printed Name: _____

INSTRUCTIONS

1. File Upload Naming Convention: If this permit is part of a multiple sign project, please include the following naming convention as follows:

For Example:

- Site Plan_Monument 1_South Entrance
- Colors_Monument 1_South Entrance
- Site Plan_Monument 2_East Entrance
- Colors_Monument 2_East Entrance

2. City of Greenville Code Regulations:

Table 19-6.6-1: Window Signs				
Zoning District	Sign Type	Number	Copy Area	Design Standards
All nonresidential districts	Internally illuminated or exposed neon window sign	2 per tenant	4 square feet per sign, not to exceed a total of 20 percent of tenant window area for all window signs.	Standards in subsection 19-6.6.4(A) and administrative manual
	Non-illuminated window sign	2 per tenant	20 percent of tenant window area for all window signs	

Table 19-6.6-2: Building Signs (wall signs, awning signs, projecting signs)					
Zoning District	Sign Type	Number	Height	Copy Area	Design Standards
All nonresidential districts and all nonresidential uses permitted in residential districts	Wall sign or awning sign	One per tenant exterior wall (but not more than three total)	Not above roof line or parapet	10 percent of wall area, not to exceed 200 square feet ¹	Design guidelines in C-4 and PO districts, plus standards in subsection 19-6.6.4(B) and administrative manual
	Projecting sign	One per tenant	Not above roof line or parapet	20 square feet	
¹ For buildings exceeding ten stories, wall sign to be located at the top of a building facade shall not exceed 350 square feet in area.					

Table 19-6.6-3: Freestanding Signs
(monument signs, decorative post signs, freestanding suspended signs, pylon signs)

Zoning District	Sign Type	Number ¹	Height	Size	Design Standards
All nonresidential districts, all nonresidential uses permitted in residential districts, multifamily residential developments, and single-family residential subdivisions	Monument sign	Two per street front for group development or one per street front for freestanding business or use ²	5 feet _{3,4}	16 square feet ^{3,4}	Design guidelines in C-4 and PO districts, plus standards in subsection 19-6.6.4(C) and administrative manual
	Decorative post sign	Same as above	5 feet ₃	16 square feet ^{3,4}	
	Freestanding suspended sign	Same as above	8 feet	16 square feet	
Special sign overlay district	Pylon sign	2 per street front for group development or one per street front for freestanding business or use ²	25 feet	1 square foot per linear foot of street frontage, not to exceed 225 square feet	

NOTES:

¹ Allowed number of signs includes all freestanding sign types.

² Group development is a building or group of buildings which consists of more than one business functioning as a unit, and which are inter-dependent on required site amenities such as parking, site access, landscaping and trash collection, regardless of the number of parcels the group development may be separated into. A freestanding business is a single business or use on a single parcel that is not dependent on another parcel for compliance with required site amenities.

³ Sign height may be increased up to ten feet and size may be increased up to 36 square feet based on standards described in subsection 19-6.6.4(C), and the administrative manual, and approval of the administrator. ⁴ Sign height may be increased up to 25 feet and size may be increased based on standards described in subsection 19-6.6.4(C), and the administrative manual, and compliance with exceptions described in subsection 19-6.6.4(C) and approval by the design review board.