



SIGN PERMIT APPLICATION

Zoning District _____
Approved by _____
Date Approved _____
Inspection Date _____

SIGN LOCATION:

Property Address: _____

Tax Map Number: _____

SIGN CONTRACTOR: _____

Mailing Address: _____

City, State, Zip: _____

Phone Number: _____

E-mail Address: _____

PROPERTY OWNER: _____

Mailing Address: _____

City, State, Zip: _____

Phone Number: _____

E-mail Address: _____

BUSINESS MANAGER: _____

Mailing Address: _____

City, State, Zip: _____

Phone Number: _____

E-mail Address: _____

Please provide the information below that pertain to the signs which are proposed to be erected or altered:

SIGN(S) ATTACHED TO THE BUILDING

	Type of Sign	Display Area of Sign (Ht x Long)	Area of Wall/Façade	Distance between Sign & Ground Level	Illuminated? (yes or no)
Sign #1	<input type="checkbox"/> Wall <input type="checkbox"/> Projecting <input type="checkbox"/> Hanging <input type="checkbox"/> Awning				
Sign #2	<input type="checkbox"/> Wall <input type="checkbox"/> Projecting <input type="checkbox"/> Hanging <input type="checkbox"/> Awning				
Sign #3	<input type="checkbox"/> Wall <input type="checkbox"/> Projecting <input type="checkbox"/> Hanging <input type="checkbox"/> Awning				

FREESTANDING SIGN(S)

	Type of Sign	Display Area of Sign (Ht x Long)	Height of Sign above Ground	Length of Street Frontage of the Lot	Illuminated? (yes or no)
Sign #1	<input type="checkbox"/> Monument <input type="checkbox"/> Pole <input type="checkbox"/> Decorative Post				
Sign #2	<input type="checkbox"/> Monument <input type="checkbox"/> Pole <input type="checkbox"/> Decorative Post				
Sign #3	<input type="checkbox"/> Monument <input type="checkbox"/> Pole <input type="checkbox"/> Decorative Post				

Total cost of the proposed sign(s) and the valuation of work to be performed: _____

I do hereby certify:

- ❖ The information shown on the application is correct;
- ❖ This signage shall comply with the requirements of the City's sign regulations;
- ❖ All work shall be completed, inspected and approved within 90 days of the permit issuance date;
- ❖ No sign, including any electronic message display, shall flash or animate; and
- ❖ All signs and supports shall be kept in good repair and perpetually maintained in a safe condition.

Property Owner Signature_____
Contractor Signature_____
Property Owner Printed Name_____
Contractor Printed Name

SUBMITTAL CHECKLIST

FOR ATTACHED SIGNS, the following materials shall accompany the completed application:

- ☐ A scaled photograph or drawing which depicts the following:
 - Each proposed sign and its location on the wall to which it will be installed;
 - The entire wall(s) of the building, or leased space, on which the sign(s) will be installed;
 - For awning signs, the entire awning on which the sign(s) will be installed;
 - Any existing signage on each wall of the building on which the sign(s) will be installed;
- ☐ The following dimensions labeled or listed on the photograph or drawing:
 - The height and length (area) of each wall on which the sign(s) will be installed;
 - For awning signs, the height and length (area) of the valance area of each awning on which the sign(s) will be installed.
 - The height and length (area) of each proposed sign;
 - The maximum distance that the sign will extend beyond the surface of wall to which it is installed;
 - For projecting or hanging signs, the distance between the lowest portion of each sign and the ground immediately below the sign.
- ☐ Indication of the material of each proposed sign and the method and materials by which each sign will be secured to the building or structure.
- ☐ Indication of the method by which each proposed sign will be illuminated and details of the precautions, if any, that will be taken such that the illumination does not adversely affect nearby residences or motor vehicle drivers.

FOR FREESTANDING SIGNS, the following materials shall accompany the completed application:

- ☐ A scaled photograph or drawing depicting each proposed sign.
- ☐ The following dimensions labeled or listed on the photograph or drawing:
 - The height of each proposed sign as measured from the grade at the base of the sign to highest point of such sign;
 - The height and length (area) of the display area of each component of the proposed sign.
- ☐ A scaled site plan which depicts the following:
 - The specific location of any existing freestanding sign(s) at the subject property;
 - The specific location of each proposed sign;
 - The location of property lines, driveways and street right(s)-of-way.
 - The distance between each proposed sign and any nearby property lines, driveways, and street-right(s)-of-way.
- ☐ For any electronic message display incorporated in a monument sign, certification from the manufacturer of such sign that the electronic message display will be equipped with an automatic dimming control to adjust the sign's brightness level such that the sign shall not increase area illumination by more than 0.3 foot-candles above ambient levels.
- ☐ Indication of the method by which each proposed sign will be illuminated and details of the precautions, if any, that will be taken such that the illumination does not adversely affect nearby residences or motor vehicle drivers.

Prior to the issuance of any sign permit, the applicant shall provide the required **permit fee**, which is calculated as **\$35.00 plus 1 percent of the cost** of the sign and the valuation of work to be performed, and the party responsible for the work to be performed shall possess a **Simpsonville business license**.

A sign permit shall be valid for a period of **90 days** from the date of its issuance as noted on the permit. Failure to notify the Planning Director that the sign and all items required by the permit have been completed within such 90-day period shall result in expiration of the permit.