



Permanent Sign Permit Application

Permit # _____

Clerk: _____

Application and all required supporting materials must be completed prior to requesting a permit.

City of Greenville Zoning Office

PO Box 2207 Greenville, SC 29602

Phone: (864) 467-4476 Fax: (864) 467-5715

Download additional forms at www.greenville.gov

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 a wall sign ___; awning sign ___; projecting sign ___; monument sign ___; freestanding sign ___; decorative post sign ___; window sign ___; Outdoor Advertising Sign (billboard) ___.

The proposed sign is completely new ___; a face change only ___; or other (explain) _____

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:

For Wall, Awning, Window, and Projecting Sign:

- Fee
- A scaled drawing, including dimensions, of the sign
- 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
- For a projecting sign, the distance from the bottom of the sign to the ground

For Monument, Decorative Post, Freestanding, and Billboard Sign:

- Fee
- A scaled drawing, including dimensions, of the sign
- 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
- For a sign 12 feet or taller, drawings sealed by a South Carolina-registered engineer

Additional Items necessary before a Sign Permit is issued:

- For an electrified sign, an electrical permit obtained by a licensed electrician
- An application for Certificate of Occupancy for the tenant/business
- For a sign requiring design review, a Certificate of Appropriateness
- For a sign projecting over a public right-of-way or other public property, an Air Rights Encroachment Permit

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"/> Temporary Sign \$35
<input type="checkbox"/>		

Contractor: _____ Phone: _____ Fax: _____

Mailing Address with ZIP: _____ Mobile/Pager: _____

Email: _____

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 a 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: _____

Table 19-6.6-1: Window Signs

Window Signs				
Zoning District	Sign Type	Number	Copy Area	Design Standards
All Non-Residential Districts	Internally-Illuminated or Exposed neon Window sign	2 per tenant	4 square feet per Sign, not to exceed a total of 20% of tenant window area for all window signs	Standards in Section 19-6.6.4(A) and Administrative Manual
	Non-illuminated Window sign	2 per tenant	20% of tenant window area for all window signs	

Table 19-6.6.2: Building Signs

Building Signs (wall signs, awning signs, projecting signs)					
Zoning District	Sign Type	Number	Height	Copy Area	Design Standards
All Non-Residential Districts and All Non-Residential Uses permitted in Residential Districts	Wall Sign or Awning Sign	1 per tenant exterior wall (but not more than 3 total)	Not above roof line or parapet	10% of wall area, not to exceed 200 square feet ¹	Design Guidelines in C-4 and PO districts, plus standards in Section 19-6.6.4(B) and Administrative Manual
	Projecting Sign	1 per tenant	Not above roof line or parapet	20 square feet	

¹ For buildings exceeding 10 stories, wall sign to be located at the top of a building façade shall not exceed 350 square feet in area.

Table 19-6.6-3: Freestanding Signs

Freestanding Signs (monument signs, decorative post signs, freestanding suspended signs, pylon signs)					
Zoning District	Sign Type	Number¹	Height	Size	Design Standards
All Non-Residential Districts, All Non-Residential Uses permitted in Residential Districts, Multi-family Residential Developments, and Single-family Residential Subdivisions	Monument Sign	2 per street front for group development or 1 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 Section 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 1 per street front for freestanding business or use ²	5 feet ^{3,4}	16 square feet ^{3,4}	

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 10 feet and size may be increased up to 36 square feet based on standards described in Section 19-6.6.4(C), and the Administrative Manual, and approval of the Administrator.

⁴ Sign height may be increased up to 20 feet and size may be increased based on standards described in Section 19-6.6.4(C), and the Administrative Manual, and compliance with exceptions described in Section 19-6.6.4(C) and approval by the Design Review Board.