



# Banner Permit Application

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Permit #: \_\_\_\_\_ Permit Fee: \_\_\_\_\_ Zone: \_\_\_\_\_

Prior to the installation of a banner in the City of Spartanburg, a banner permit must be obtained. To insure that the proposed banner installation complies with the City's banner regulations as outlined in the Spartanburg Zoning Ordinance Section 503.7, the following information must be submitted with your application:

**Please complete the following information:**

Name of Business or Establishment: \_\_\_\_\_

Phone: \_\_\_\_\_ Business Owner: \_\_\_\_\_

Address of Business: \_\_\_\_\_ Tax Map #: \_\_\_\_\_

Banner #1  
 Type of sign  
 Free Standing       Wall  
 Location of banner on property  
 Front       Rear  
 Side  
 Dimensions of Banner:

Banner #2  
 Type of sign  
 Free Standing       Wall  
 Location of banner on property  
 Front       Rear  
 Side  
 Dimensions of Banner:

**Non Profit Organizations**      Period of Special Events: From: \_\_\_\_\_ To: \_\_\_\_\_

ID Number: \_\_\_\_\_ Purpose of banner: \_\_\_\_\_

**Choose Location:** There are no more than two (2) banners placed at no more than two (2) approved designated locations by any one organization for a maximum total of four (4) banners; these locations are:

- W.O Exell Boulevard & W. Blackstock Road
- North Church & Chapel Streets
- South Church & League Streets
- Cedar Springs & Southport Roads
- North Pine & E. Saint John Streets
- East Main Street & Webber Road
- John B. White, Sr. Blvd. & E. Blackstock Rd.
- North Church & E. Saint John Streets
- North Pine Street & Garner Road
- South Pine Street & Country Club Road
- East Main Street & Fernwood-Glendale Rd.

- Permitted Two Weeks Prior to the special event and must be removed within forty eight (48) hours after the event has ended.
- The maximum size of any banner placed at a designated location is 24 square feet
- The maximum size for any banner placed on/or at a building shall not exceed 1.5 sqft of sign face per linear foot of front building wall to a maximum of 200 sqft for a period only up to 60 days.

I certify to the best of my knowledge that all information provided is true and correct and all work performed under this permit shall conform to all plans and specifications herewith submitted and shall conform to the City Zoning and Building Codes and all the laws and ordinances pertaining thereto. I understand the City of Spartanburg accepts no responsibility for signs that do not conform to covenants or guidelines set by associations. I attest that there are no recorded deed restrictions or restrictive covenants that apply to this property which are contrary to, conflict with, or prohibit the permitted activity being requested. If any information is false or misleading, the permit may be considered void and revoked. All banners must be setback 10 feet from property line so it is not a visual obstruction.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_  
 Printed Name and title

**For Official Use Only:** Date Filed: \_\_\_\_\_ Action: [ ] Approved [ ] Denied By: \_\_\_\_\_

Comments: \_\_\_\_\_