



# Sign Permit Application

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Mailing Address:  
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SCDOT Approval Required? No <input type="checkbox"/> Yes <input type="checkbox"/> SCDOT Approval Received <input type="checkbox"/>
Permit #: _____ Permit Fee: _____ Zone: _____

Prior to the installation of a Sign in the City of Spartanburg, a sign permit must be obtained. To insure that the proposed sign installation complies with the City's sign regulations as outlined in the Spartanburg Zoning Ordinance Section 503, the following information must be submitted with your application:

- Elevation drawings and sign renderings for proposed signage** showing the height, type, and material of the sign.
- Site plan or survey of property** showing the location of the sign with the property dimensions. Show any utility or other easements present on the property

**Please complete the following information:**

**Name of Business or Establishment that sign will Identify:** \_\_\_\_\_

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

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

**Contractor name:** \_\_\_\_\_ **Total Contract Price:** \_\_\_\_\_

Address: \_\_\_\_\_ City Business License #: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Nature of Work (Check One)  New  Addition  Repairs  Change Sign Fee

**Property Owner is aware of sign addition or alteration.**

Linear feet of street frontage where sign is to be located

Linear feet of building frontage facing street

Number and type of existing signs

<b>Sign #1</b>	
Location of sign in relation to building	
<input type="checkbox"/> Front	<input type="checkbox"/> Rear
<input type="checkbox"/> Side	<input type="checkbox"/> Ext Side
Type of sign	
<input type="checkbox"/> Pole	<input type="checkbox"/> Wall
<input type="checkbox"/> Banner	<input type="checkbox"/> Portable
Aboveground height of freestanding sign	<input style="width: 50px;" type="text"/>

<b>Sign #2</b>	
Location of sign in relation to building	
<input type="checkbox"/> Front	<input type="checkbox"/> Rear
<input type="checkbox"/> Side	<input type="checkbox"/> Ext Side
Type of sign	
<input type="checkbox"/> Pole	<input type="checkbox"/> Wall
<input type="checkbox"/> Banner	<input type="checkbox"/> Portable
Aboveground height of freestanding sign	<input style="width: 50px;" type="text"/>

<b>Sign #3</b>	
Location of sign in relation to building	
<input type="checkbox"/> Front	<input type="checkbox"/> Rear
<input type="checkbox"/> Side	<input type="checkbox"/> Ext Side
Type of sign	
<input type="checkbox"/> Pole	<input type="checkbox"/> Wall
<input type="checkbox"/> Banner	<input type="checkbox"/> Portable
Aboveground height of freestanding sign	<input style="width: 50px;" type="text"/>

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.

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

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

<b>For Official Use Only:</b> Date Filed: _____ Action: [ ] Approved [ ] Denied By: _____
Comments: _____



4. Electrical service for sign is:  Existing      Electrical Inspector will verify, in field,  
proper terminations and wire gauges.
- New Install      Provide a detailed diagram of electrical circuit –  
Electrical Inspector will verify in field
- None Provided

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

Printed Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

# Freestanding Signs

- New Sign       Existing Sign (if existing, skip to item #3)

\*Please provide photos of the existing signage and current location\*

1. Overall dimensions:

Width: \_\_\_\_\_ Thickness: \_\_\_\_\_

Height to top of sign:  Less than 10'-0"

Greater than 10'-0" Provide actual height: \_\_\_\_\_

**NOTE: Signs over 10'-0" in height require structural engineered drawings complying with Chapter 16 of the 2003 IBC. Applicant must submit two (2) copies of structural drawings with this form that will be forwarded to the Building Department for plan review. Submitted drawings must include "wet" seals and signature of a licensed S.C. structural engineer.**

2. Type of lighting use in/on sign  Fluorescent       Neon       Other  
 Halogen       L.E.D.       None  
 Incandescent

Electrical Load Information:

Lamps: \_\_\_\_\_

Ballast: \_\_\_\_\_

Voltage: \_\_\_\_\_

Total Conn. Load: \_\_\_\_\_

Circuits required: \_\_\_\_\_

This device is U.L. listed and certified:       Yes       No

3. Electrical service for sign is:  Existing

Electrical Inspector will verify, in field, proper terminations and wire gauges.

- New Install

Provide a detailed diagram of electrical circuit – Electrical Inspector will verify in field

- None Provided

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

## Awnings / Canopies

- New       Existing (if existing, skip to item #4)

\*Please provide photos of the existing signage and current location\*

1. Overall dimensions:      Length: \_\_\_\_\_  
   Height: \_\_\_\_\_  
   Projection: \_\_\_\_\_

**NOTE: All awnings and canopies require structural engineered drawings complying with Chapter 16 of the 2003 IBC. Applicant must submit two (2) copies of structural drawings with this form that will be forwarded to the Building Department for plan review. Submitted drawings must include "wet" seals and signature of a licensed S.C. structural engineer.**

2. Type of wall structure attached to:     Studs       Masonry       Other  
    Steel       Concrete

Provide a brief description of method of attachment to wall:

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3. Type of lighting used:       Fluorescent       Neon       Other  
    Halogen       L.E.D.       None  
    Incandescent

Electrical Load Information:

Lamps: \_\_\_\_\_

Ballast: \_\_\_\_\_

Voltage: \_\_\_\_\_

Total Conn. Load: \_\_\_\_\_

Circuit required: \_\_\_\_\_

This device is U.L. listed and certified:       Yes       No

4. Electrical service is:  Existing      Electrical Inspector will verify, in field, proper terminations and wire gauges.
- New Install      Provide a detailed diagram of electrical circuit – Electrical Inspector will verify in field
- None Provided

5: Finish Materials:     Fabric     Metal     Wood     Other

**Note: All awning/canopy covering materials must comply with Section 3105.4 of the 2003 IBC. Please submit performance criteria of cover material with this form to be forwarded to the building department for review.**

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

Printed Name: \_\_\_\_\_

Company Name: \_\_\_\_\_