



**SIGN PERMIT APPLICATION**  
 (Must have a Business License)

**Project Information**

Construction Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Sign Contractor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_ City Bus. License #: \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_ Contract Cost \$ \_\_\_\_\_

Mailing Address: \_\_\_\_\_ SC State License #: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_ City Bus. License #: \_\_\_\_\_

Total Valuation of Sign(s): \$ \_\_\_\_\_ (Attach a copy of contract)

Brief Description of Work: \_\_\_\_\_

**Monument Sign**

Please provide the following information with your permit application:

- Sign Plan** - Drawing of sign showing dimensions of sign, message of sign, and construction materials used with colors specified.
- Site Plan** - Copy of survey of property or site plan drawn to scale showing the following information. See attached sample site plan for an example of what to include.
  - Show location of sign on property with distance to:
    - Property lines
    - Rights-of-way, easements, and power lines
    - Driveways
    - Nearest building
  - Relation to property grade of fronting street if the grade of the land is different than where the sign is located
  - Location of electric meter and transformer (if applicable)
- Footing or Foundation Detail**
- Electrical Details** - Include a power riser diagram and wiring details. Describe the type of lighting. Illuminated signs must be UL approved. If installing a new electrical service for the sign.
- Wind Load Information** - An engineer sealed plan is required for signs over 12 feet in height. The building official may request an engineer sealed plan for other types of signs as deemed necessary.

**Wall Sign or Projecting Sign**

Please provide the following information with your permit application:

- Sign drawing** for all signs to be installed showing dimensions of sign, message of sign, and construction materials used with colors specified.
- Anchoring detail** showing how sign will be attached to building. Show actual anchor type, spacing and exterior building material.
- Elevation drawing** of building showing location of sign on building and width and height of building.
- Electrical Details** - Describe the type of lighting. Illuminated signs must be UL approved and include an electrical wiring detail.

Attach additional sheet if needed.

	Sign 1	Sign 2	Sign 3	Sign 4	Sign 5
Sign Area (sq/ft):	_____	_____	_____	_____	_____
Width of Front of Building Sign will be located on:	_____	_____	_____	_____	_____
No. of Stories of Building:	_____	_____	_____	_____	_____

**Certification**

The undersigned hereby makes application for a permit for the installation of the sign(s) described herein and agrees to conform to all applicable laws of the Town of South Congaree and the State of South Carolina regulating the same. This is an application for a permit and does not constitute authorization for the work described. The permit for this work will be based upon the approval of this application by the Zoning Administrator and the Building Official. If the work described in any Sign Permit has not begun within six (6) months from the date of issuance, the Sign Permit shall expire and be void.

Signature of Applicant \_\_\_\_\_

Printed Name and Title of Applicant \_\_\_\_\_

Date \_\_\_\_\_



## SIGN INSPECTIONS

Inspections are required for all signs. Please call (803) 730-2442 to schedule an inspection. You will need to have your permit number ready when calling.

**Freestanding signs** require the following inspections:

- Footing Inspection – before concrete is poured.  
*Note: All property lines must be staked and identified at the time of the footing inspection or the footing inspection will not be approved. Signs found to be in the right-of-way or in an easement will be required to be moved.*
- Temporary Power (if sign has electrical service)
- Final Inspection – after all work is complete

**Wall signs** require the following inspections:

- Final Inspection – after all work is complete

Signs may not be constructed within 12 feet of electric lines or facilities. Call PUPS at 888-721-7877 to locate underground utilities 72 hours before digging.

## LICENSE REQUIREMENTS

All **sign contractors** are required to have a Town of South Congaree Business License before they can obtain a sign permit.

Any **electrical work** performed is required to be done by a **SC licensed electrician**. All **electrical contractors** are required to have a South Carolina Electrical Contractors License through the SC Dept. of Labor, Licensing and Regulation and a Town of South Congaree Business License. The electrician must be listed on the sign permit before the permit can be issued.