



# CITY OF WALHALLA

## Zoning & Code Administration

206 N Church St. • P.O. Box 1099 • Walhalla, SC 29691 • (864) 638-4343 • Fax (864) 638-4357 • www.CityofWalhalla.com

### APPLICATION FOR SIGN PERMIT /CONSTRUCTION

*NOTICE: If new construction/maintenance of the sign involves Zoning Ordinance 2018, you will be required to submit a Zoning Permit application along with this form before a Sign Permit may be issued.*

*\*NOTE: A separate Sign Permit Application must be completed for each individual proposed sign. Written consent from owner or lessee of premises upon which the sign is to be erected must accompany this application.*

Street Address of Proposed Sign: \_\_\_\_\_ Suite/Unit/Space # \_\_\_\_\_

Tax Map # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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 completely  new  change  other (explain) \_\_\_\_\_

The proposed sign is a (please select the appropriate option(s)):

1.  Window Sign:  Non-illuminated  Illuminated
2.  Building Sign:  Wall  Awning  Projecting
3.  Freestanding Sign:  Monument  Decorative Post  Freestanding Suspended  Pylon
4.  Outdoor Advertising Sign (billboard)

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:**

- 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
- Colors/Materials

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

- 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
- Colors/Materials

Builder / Contractor: \_\_\_\_\_ S.C. License # \_\_\_\_\_

Address: \_\_\_\_\_ Phone# : \_\_\_\_\_ E-Mail: \_\_\_\_\_

Signature of owner / builder

Date

*For Office Use only*

Application for Sign Permit: Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Zoning District \_\_\_\_\_

Reason: \_\_\_\_\_

Signature of Zoning Official \_\_\_\_\_ Date \_\_\_\_\_