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Sign Permit Application

Prior to the installation of a Sign in the City of Spartanburg, a sign permit must be obtained. To ensure that the proposed sign size and installation comply 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, pictures, and sign renderings with measurements for proposed signage(s)** showing the height, type, location of the sign with the property dimensions, material of the sign, and any utility of other easements present on the property.

Planning Permit Number: _____ **Building Permit Number:** _____ **Permit Fee:** _____

Name of Business or Establishment that sign will Identify _____

Address of Business: Street: _____ City: _____ State: _____ Zip: _____

Phone: _____ Business Owner: _____

Tax Map #: _____ (Need Help? Visit this [website](#) and search by name or location address.)

Zoning District: _____ (Looking for the Zoning? Visit this [website](#) for more information.)

Sign Contractor Name: _____ Total Contract Price: \$ _____

Address / Street: _____ City: _____ State: _____ Zip: _____

City Business License of Current Year #: _____

Phone: _____ Fax: _____ Email: _____

For signs located at City zoning districts: (B-1, B-3, B-4, LOD, GID, LC, I-1, I-2)

Linear feet of street frontage where business is located (facing the road) _____ FT

Linear feet of the front building wall where individual business is located _____ FT

Types of the signage(s) Wall Pole Monument Directional Sign Menu Board Window/Door

***Please Note:** A ground-based freestanding business sign shall be no greater than twenty (20) feet in height; &

Any freestanding signs shall be located no less than 10 feet from the street right-of-way and the front property line(s)

For signs located at Downtown Urban Districts: (DT-4, DT-5, & DT-6)

Wall dimension (Primary Frontage) – Front Facades: _____ FT (length) _____ FT (height)

Wall dimension (Secondary walls) – All other facades: _____ FT (length) _____ FT (height)

Types of signage(s): Wall Theater Marquee Window/Door Tenant Identification First Floor Projecting
Awning Monument Post & Arm Sandwich Board

Checklist Before Submission:

- Completed Sign Permit Application
- Contractor Information (including the City Business License Number and Contract Price)
- Elevation Drawing/Proposed Signage (s) Drawing with Dimensions
- *For New Freestanding Signage, 10 ft Setback Requirement is Showing on the Drawing

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 Printed Name and Title: _____

Applicant Signature: _____ Date: _____

For Official Use Only: Date Filed: _____ Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied By _____
Comments: _____

Wall Signs

New Sign

Existing Sign (Sign Body / Frame is on the building)

Note: If the sign is existing, please provide photos of the existing signage and current location

1. Overall Dimension:

Length: _____ FT Height: _____ FT

Actual Weight: _____

****Please note:** The Building Department reserves the right to request engineered drawings from a licensed S.C. structural engineer.

2. Type of wall structure sign will be attached to:

Studs Masonry Steel Concrete Others

Please Provide a detailed description of method of attachment to the wall:

3. Type of lighting use in/on the sign:

Fluorescent Neon Halogen L.E.D Incandescent Other None

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 the field.

None Provided

Electrical Load Information:

Lamps: _____

Ballast: _____

Voltage: _____

Total Conn. Load: _____

Circuit Required: _____

This device is U. L. listed and certified: YES NO

Free Standing Signs

New Sign Existing Sign (The structure of a pole or monument sign is on the site)

Note: If the sign is existing, please provide photos of the existing signage and current location

1. Overall Dimension:

Width: _____ FT Thickness: _____ FT

Height from the ground to the top of the sign: Less than 10' Greater than 10'

The actual height of the sign _____ FT

****Please Note:** Signs over 10' in height require structural engineered drawings complying with Chapter 16 of the 2021 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 stamp and signature of a licensed S.C. structural engineer.

2. Type of lighting use in/on the sign:

Fluorescent Neon Halogen L.E.D Incandescent Other None

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 the field.

None Provided

Electrical Load Information:

Lamps: _____

Ballast: _____

Voltage: _____

Total Conn. Load: _____

Circuit Required: _____

This device is U. L. listed and certified: YES NO

Awnings/Canopies

New Sign

Existing Sign (Sign Body/Frame is on the building)

Note: If the sign is existing, please provide photos of the existing signage and current location

1. Overall Dimension:

Length: _____ FT

Height: _____ FT

Projection: _____ FT

****Please Note:** All awnings and canopies **require structural engineered drawings** complying with Chapter 16 of the 2021 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 stamp and signature of a licensed S.C. structural engineer.**

2. Type of wall structure sign will be attached to:

Studs Masonry Steel Concrete Others

Please Provide a detailed description of the method of attachment to the wall:

3. Type of lighting use in/on the sign:

Fluorescent Neon Halogen L.E.D Incandescent Other None

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 the field.

None Provided

Electrical Load Information:

Lamps: _____

Ballast: _____

Voltage: _____

Total Conn. Load: _____

Circuit Required: _____

This device is U. L. listed and certified: YES NO