SUMTER CITY-COUNTY
BUILDING INSPECTION DEPARTMENT
POST OFFICE BOX 1449 12 WEST LIBERTY STREET
SUMTER, SC 29151 (803) 774-1600

SIGN PERMIT APPLICATION

Permit Number _____

Jurisdiction ☐ City ☐ County ☐ Mayesville ☐ Pinewood

Applicant _____
Name Phone

Applicant's Address _____
Street City State Zip

Owner _____ **Business Name** _____
Name Phone

Owner's Address _____
Street City State Zip

Contractor _____
Name Phone

Contractor's Address _____
Street City State Zip

Contractor's License Number _____ **Total Cost (Sign & Installation)** $ _____

Square Feet of Sign _____ **Property Address** _____

Tax Map _____ **Front Wall Dimensions (Width & Height)** _____

Linear Ft. of Property Frontage _____ **Building Square Footage** _____

Illuminated ☐ Yes ☐ No ☐ Illuminated Electrical Permit Application Required
☐ Existing

Existing Signs **Number** _____ **Type** _____ **Size** _____

Nature of Work ☐ Change Face of Sign Only ☐ Alterations ☐ Repair ☐ New Construction

Type of Sign ☐ Free-Standing (On-Premise Business ID) ☐ Wall or Flat ☐ Roof ☐ Projecting
☐ Free-Standing (Billboard) ☐ Awning ☐ Marquee ☐ Other

Construction Type ☐ Wood Frame ☐ Steel Frame ☐ Brick ☐ Block ☐ Other

Does this sign have flashing lights/changes, messages, etc.? ☐ Yes ☐ No

Note: 4 On-premise, free-standing business identification signs shall not exceed 30 feet in height.
4 Off-premise, free-standing signs shall not exceed 35 feet in height (100 feet within 600 feet of I-95) or be located closer than 10 feet to any property line.

Note: The Acceptance of this application for review and the payment of fees does not constitute the approval of this application. Approval is granted only upon the receipt of a permit. **THIS APPLICATION IS NOT A PERMIT.**
The above statements and accompanying material are complete and accurate.

Print Name **Signature** **Date**

OFFICE USE ONLY:

Permit Fee _____ **Zoning District** _____

Tax Map Number _____ **SIC Code** _____

Minimum Setbacks Front _____ Rear _____

Side (E) _____ Side (I) _____

Street Right-of Way _____

Flood Hazard Area ☐ Yes ☐ No Base Flood Elevation _____

Overlay District ☐ HP/CBD ☐ APZ ☐ DNL ☐ NA (Noise Attenuation ☐ Swan Lake ☐ RCD ☐ None

Cross Street Info. Between _____ and _____ Street

Zoning Compliance Checklist:

Meets Minimum Setbacks Required	☐ Yes	☐ No
Within Maximum Size Allowed:	☐ Yes	☐ No
Within Maximum Height Allowed	☐ Yes	☐ No
Meets Visual Clearance Required	☐ Yes	☐ No
Sign Illumination	☐ Yes	☐ No
(If Yes)	☐ Adequate	☐ Inadequate
Electrical Connection	☐ Yes	☐ No
(If Yes)	☐ Adequate	☐ Inadequate
Landscaping Required	☐ Yes	☐ No
(If Yes)	☐ Adequate	☐ Inadequate

Comments _____

Planning Official: _____ **Building Official:** _____

Print Name Signature Date

Drawing of Sign

(Include Height and Dimensions, Foundation Drawings, or Footing Dimensions of Sign)