



**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)** \$ \_\_\_\_\_  
(Attach copy of contract)

**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**

Print Name      Signature      Date

**OFFICE USE ONLY:**

<b>Permit Fee</b> _____	<b>Zoning District</b> _____
<b>Tax Map Number</b> _____	<b>SIC Code</b> _____
<b>Minimum Setbacks</b>	
Front _____	Rear _____
Side (E) _____	Side (I) _____
Street Right-of Way _____	
<b>Flood Hazard Area</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	Base Flood Elevation _____
<b>Overlay District</b> <input type="checkbox"/> HP/CBD <input type="checkbox"/> APZ <input type="checkbox"/> DNL <input type="checkbox"/> NA (Noise Attenuation <input type="checkbox"/> Swan Lake <input type="checkbox"/> RCD <input type="checkbox"/> None	
<b>Cross Street Info.</b> Between _____	and _____ Street
<b>Zoning Compliance Checklist:</b>	
<b>Meets Minimum Setbacks Required</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Within Maximum Size Allowed:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Within Maximum Height Allowed</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Meets Visual Clearance Required</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Sign Illumination</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
(If Yes)	<input type="checkbox"/> Adequate <input type="checkbox"/> Inadequate
<b>Electrical Connection</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
(If Yes)	<input type="checkbox"/> Adequate <input type="checkbox"/> Inadequate
<b>Landscaping Required</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
(If Yes)	<input type="checkbox"/> Adequate <input type="checkbox"/> Inadequate
<b>Comments</b>	_____
<b>Planning Official:</b> _____	<b>Building Official:</b> _____

**Drawing of Sign**

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