



Inspections and Planning Department

300 W. Pitts St.
P.O. Drawer 748
Clinton, South Carolina 29325
Phone: 864-833-7517
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APPLICATION FOR SIGN PERMIT

NOTE: A separate sign permit application must be submitted for each individual proposed sign.

Street Address of Proposed Sign _____

Property Owner(s) _____

Attach a list if needed

Business Name _____ **License #:** _____

Sign Contractor _____ **License #:** _____

Contract Amount: _____

<input type="checkbox"/> Wall	<input type="checkbox"/> Window	<input type="checkbox"/> Projecting
<input type="checkbox"/> Awning	<input type="checkbox"/> Freestanding	<input type="checkbox"/> Ground
<input type="checkbox"/> New	<input type="checkbox"/> Alteration	<input type="checkbox"/> Temporary
<input type="checkbox"/> Building	<input type="checkbox"/> Tenant Space	<input type="checkbox"/> Development

Sign Category:

Type of Facility:

Required Attachments: Please submit the following with this completed application.

- Fully completed and signed Application for Sign Permit
- Accurate colored renderings of the proposed sign showing dimensions, type, lettering, materials, and actual color samples.
- **FOR FREESTANDING SIGNS:** A site plan showing the location of the sign in relation to the building, parking, other existing or proposed signs, property lines, and landscaping around the sign.
- **FOR WALL, WINDOW, PROJECTING, AND AWNING SIGNS:** A scaled drawing of the building façade depicting the proposed location of the sign and any other existing or proposed signs.
- **FOR SIGNS THAT WILL BE ILLUMINATED:** Information regarding the location, fixture design, and lamp wattage for any sign lighting.
- **FOR SIGNS IN EXCESS OF 15 SQUARE FEET:** Information and calculations indicating that the sign is designed for dead load and wind pressure in any direction in accordance with the standard building code.
- **FOR SIGNS REQUIRING ARCHITECTURAL REVIEW BOARD APPROVAL:** Include a fully completed application for Design Review Board approval.

Contact Information

Printed Name of Owner/Applicant _____

Mailing Address _____

City, State, Zip _____

Telephone / Fax /Email _____

Signature of Owner / Applicant* _____

FOR OFFICE USE ONLY:

DATED RECEIVED: ___/___/___ BY: _____

EVALUATED DATE: ___/___/___ BY: _____

___ APPROVED ___ DENIED ___ CONDITIONAL

REASON: _____

NOTICE OF ACTION SENT ___/___/___ NO: _____
COMPLIANCE SENT ___/___/___ NO: _____

INFORMATION	O&P	C-2, HBMD	C-3	LI	I-1
Number of Signs Allowed	1 sign per street frontage		2 signs per street frontage		
Wall Signs	Maximum Size: 20 sf or 15% of the front wall area, whichever is greater		Maximum Size: 1 sf per linear foot of the building wall on which the sign is to be placed		
Window Signs	Maximum Size: 30% of the window area		Maximum Size: 20% of the window area		
Projecting Signs	Maximum Size: 6 sf per side			Maximum Size: 16 sf per side	
	Required Clearance: 8 ft above ground level				
	No projecting sign may extend above the roofline of a building				
Awning Signs	Maximum Size: Individual letters may not exceed 10" in height.		Maximum Size: 15% of the exterior surface area of the awning		
Free Standing Signs	Maximum Size: 20 sf per sign face.		Maximum Size: 1 sf for every 2 ft of street frontage	Maximum Size: 12 sf	Maximum Size: 1 sf for every 3 ft of street frontage
	Maximum Height: 35 ft	Maximum Height: 24 ft	Maximum Height: 35 ft		
	Setback: 5 ft				
	Monument signs are prohibited along main streets in the O&P. No more than one freestanding sign is allowed per parcel.				
Ground Signs	Allowed. Contact the Inspections and Planning Department for specific information				Maximum Size: 45 sf Maximum Height: 3.5 ft
Secondary Signs	In addition to the allowed signs, each second floor business may display a sign no larger than 6" by 18". A window or projecting sign no larger than 6" by 18" may be used in conjunction with an approved awning or wall sign on the same street frontage.		Not Allowed		
Directory Signs	Not Allowed		Maximum Size: 3" by 15" per tenant or business No more than 1 directory sign is allowed per parcel. If the directory sign is in the form of a freestanding sign, then no other freestanding sign may be erected on the parcel.		
Prohibited Signs	Roof signs, moving signs, signs projecting above the roof line, and any sign not being listed as allowed are prohibited.				
Bonus Size Criteria	None		Available	None	
Zoning Administrator Review	Required on all signs				
Design Review Board Review	Required on new construction	Required on all signs		Required on new construction	
Bonus Sign Criteria:	<ol style="list-style-type: none"> 1. Wall signs which consist of individual letters or words mounted directly on the building surface are allowed a 15% increase in the allowed size. 2. Coordinated signs in shopping centers or any three consecutive separate establishments that feature lettering and background in uniform size, style and color are permitted a 10% increase in the allowable size. 3. Gas stations that incorporate the price information into the main identification sign face are allowed a 10% increase over the allowed size. 4. Signs that are not internally illuminated are allowed a 15% increase in the allowed size. 5. Ground signs that are installed in landscaped planting areas having an area four times the area of a single sign face are allowed a 20% increase over the allowed size. 				