

Town of Reidville

PO BOX 307 Reidville, SC 29375

864-486-9614

[admin@townofreidvillesc.com](mailto:admin@townofreidvillesc.com)

**SIGN PERMIT APPLICATION**

Prior to the installation of a Sign in the Town of Reidville, a sign permit must be obtained. To ensure that the proposed sign installation complies with the Town’s sign regulations as outlined in Reidville’s Zoning Ordinance \_\_\_\_\_\_\_\_\_\_\_, the following information must be submitted with your application:

\_\_\_\_\_ **Elevation drawings and sign renderings for proposed signage** showing the height, type, and material of the sign.

\_\_\_\_\_ **Site plan or survey of property** showing the location of the sign with the property dimensions. Show any utility or other easements present on the property

**Please complete the following information:**

**Name of Business or Establishment that sign will Identify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Address of Business:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contractor Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nature of Work (Check One) \_\_\_\_ New Addition \_\_\_\_ Repairs \_\_\_\_ Change Sign

\_\_\_\_\_\_\_(Initial) Property Owner is aware of sign addition or alteration.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # | **Sign Location**  (ex. Building Mounted, Freestanding, etc.) | **Type of Sign**  (ex. Channel letters, push through acrylic, etc.) | **Overall Sign Dimensions**  \*Include height from grade if freestanding | **Sign Area**  Sq. Ft. | **Illumination**  (Internal, External, none) |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |

Brief description of overall work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 County and Town Zoning and Building Codes and all the laws and ordinances pertaining thereto. I understand the Town of Reidville 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.

**FOR OFFICE USE ONLY**

(If applicable) Was a list of subcontractors provided? \_\_\_\_ Yes \_\_\_\_ No

Project Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sign Permit Fee: \_\_\_\_\_\_\_\_\_\_\_\_ Date Fee Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permit Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Important Information regarding all sign permit applications**

* A permit is required before work begins on any sign or awning
* A permit is required for the repair of a damaged sign or awning
* All new signs/awnings or changes to an existing signs/awnings require the approval of the Zoning Administrator before a permit can be issued.
* Any sign within any special district will require the approve of the Architectural Review Board before a permit can be issued.
* A representative of the business or contractor must attend the ARB meeting.

**Requirements for all new sign and awning permit applications**

* Copy of completed Sign/Awning Permit Application submitted
* If sending an application via email, it is only considered to be received if you receive a confirmation email or phone call acknowledging receipt of application
* Letter of approval from Landlord/HOA when applicable
* Current photographs showing location of proposed sign(s) and/or awning(s). (Old street view images not be accepted if not current)
* List and provide pictures of all existing signs located on the property. Indicate which signs will be removed with the installation of the proposed sign(s)
* Design Standards and Zoning Code- Please review Ordinance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of the Zoning Code for the design standards of all signs and the requirements for each zoning district
* Sign rendering- Showing measurements of all components (ex. sign structure, sign faces, changeable copy area, etc.).
* Site plan must include:

o Measurement (in feet) of location of the leading edge of the sign to the nearest property line or road o Property lines, Driveways and Building(s)

ο Measurement of sign height from grade

ο Description of type of sign (ex. channel letters, embossed face, pan face, vinyl graphics, etc.)

ο Sign rendering- Showing measurements and location of where the sign(s) will be installed. Color and material samples may be required

ο Detailed description of the type of sign including information on how sign will be mounted to the building (ex. channel letters, embossed face, pan face, raceway mount, stud mounted, etc.)

ο List and pictures of all building signs that will be removed and will remain after install ο If using external lighting, a cut sheet and photometric plan will be required Awning Permit Requirements

ο Awning rendering- Showing colors, measurements (width, height, and projection from the building) and location of where the awning(s) will be mounted. Color and material samples may be required

ο If signage will be applied to awning, please show the signage according to the building mounted sign requirements in addition to the awning For the Repair or Replacement of Existing Signs or Awnings Using the Original Approved Design

ο Sign rendering- Showing signs/awnings with measurements to show the repaired/replaced signs/awnings will match the original approved design.

ο Photographs of damage before being repaired