



Checklist for All Sign Permit Applications

A completed sign permit application requires the following information. Please initial to signify that the requested information has been provided or is not necessary.

	Applicant Initials	Staff Initials
A copy of this Application Checklist, completed by the applicant.	<input type="text"/>	<input type="text"/>
A completed and signed Application Form, including the Existing Sign Survey (see page 6).	<input type="text"/>	<input type="text"/>
A site plan (one copy, minimum 8 1/2" x 11") which meets the requirements listed in this application	<input type="text"/>	<input type="text"/>

Checklist for Sign Permit Applications in Certain Overlay Districts

A completed sign permit application for property in the OV-FP, OV-FW, OV-5P, OV-ID, OV-NMC, OV-CC, or OV-HP districts, must also include the following information:

	Applicant Initials	Staff Initials
Sign Renderings (one copy, minimum 8 1/2" x 11") for all signs that include: <ul style="list-style-type: none"> • Color proof identifying materials, color scheme, lettering, and graphics; • Exact sign area including letters and graphic elements; and • Illumination details (both internal and external) 	<input type="text"/>	<input type="text"/>

Please note that there may be additional submittal requirements for signage within certain PD zoning districts

Per UDO section 17-5.10 (c)(1) A sign shall not be located:

- a. Within a sight area (see Sec. 17-9.4, Definitions);
- b. Within a front yard (see Sec. 17-9.4, Definitions), unless the Zoning Administrator finds, after visiting the site, that the sign will not materially impede visibility of vehicles, visibility from vehicles on or off the premises, or visibility of pedestrians on or off the premises;
- c. Within the public right-of-way, unless exempted by State statute or explicitly permitted in this Section; or
- d. If located within a base zoning district other than a residential district, within ten feet from a residential district boundary line unless the sign would meet the sign requirements within that residential district.



1. Applicant Information

Name	
Company (if applicable)	
Address (street, city, state, zip)	
Phone	Email

2. Property Information

Address (including Suite/Unit/Space number, as appropriate)	
Tax Map Reference Number(s)	
Tenant/Business Name	Current size of property (in acres)

3. Property Status

To the best of your knowledge, is the property located within a flood hazard area?	Yes	No
Are any proposed signs located within a sight area that may impede visibility of street traffic or from exiting driveways?	Yes	No

4. Contractor Information

Contractor Name	City Business License #
Address (street, city, state, zip)	
Phone	Email

5. Sign Information

If more than 6 signs are proposed, use additional sheets of paper as necessary.

Sign #1			
Type of Work	Sign Type	Sign Characteristics	
<input type="checkbox"/> New Sign <input type="checkbox"/> Face Change <input type="checkbox"/> Temporary Sign	<input type="checkbox"/> Wall <input type="checkbox"/> Freestanding <input type="checkbox"/> Portable/Mobile <input type="checkbox"/> Projecting	Display Surface Area (sq ft)	
		Display Surface Height (ft)	
		Display Surface Width (ft)	
		Sign Structure Height (ft)	
		Projection: Distance from Wall (ft)	
		Projection: Distance from Ground (ft)	
		Number of Faces	
		Illuminated?	

Sign #2			
Type of Work	Sign Type	Sign Characteristics	
<input type="checkbox"/> New Sign <input type="checkbox"/> Face Change <input type="checkbox"/> Temporary Sign	<input type="checkbox"/> Wall <input type="checkbox"/> Freestanding <input type="checkbox"/> Portable/Mobile <input type="checkbox"/> Projecting	Display Surface Area (sq ft)	
		Display Surface Height (ft)	
		Display Surface Width (ft)	
		Sign Structure Height (ft)	
		Projection: Distance from Wall (ft)	
		Projection: Distance from Ground (ft)	
		Number of Faces	
		Illuminated?	

Sign #3			
Type of Work	Sign Type	Sign Characteristics	
<input type="checkbox"/> New Sign <input type="checkbox"/> Face Change <input type="checkbox"/> Temporary Sign	<input type="checkbox"/> Wall <input type="checkbox"/> Freestanding <input type="checkbox"/> Portable/Mobile <input type="checkbox"/> Projecting	Display Surface Area (sq ft)	
		Display Surface Height (ft)	
		Display Surface Width (ft)	
		Sign Structure Height (ft)	
		Projection: Distance from Wall (ft)	
		Projection: Distance from Ground (ft)	
		Number of Faces	
		Illuminated?	



Sign Permit

Application and Checklist

Zoning@ColumbiaSC.gov

Sign #4			
Type of Work	Sign Type	Sign Characteristics	
<input type="checkbox"/> New Sign <input type="checkbox"/> Face Change <input type="checkbox"/> Temporary Sign	<input type="checkbox"/> Wall <input type="checkbox"/> Freestanding <input type="checkbox"/> Portable/Mobile <input type="checkbox"/> Projecting	Display Surface Area (sq ft)	
		Display Surface Height (ft)	
		Display Surface Width (ft)	
		Sign Structure Height (ft)	
		Projection: Distance from Wall (ft)	
		Projection: Distance from Ground (ft)	
		Number of Faces	
		Illuminated?	

Sign #5			
Type of Work	Sign Type	Sign Characteristics	
<input type="checkbox"/> New Sign <input type="checkbox"/> Face Change <input type="checkbox"/> Temporary Sign	<input type="checkbox"/> Wall <input type="checkbox"/> Freestanding <input type="checkbox"/> Portable/Mobile <input type="checkbox"/> Projecting	Display Surface Area (sq ft)	
		Display Surface Height (ft)	
		Display Surface Width (ft)	
		Sign Structure Height (ft)	
		Projection: Distance from Wall (ft)	
		Projection: Distance from Ground (ft)	
		Number of Faces	
		Illuminated?	

Sign #6			
Type of Work	Sign Type	Sign Characteristics	
<input type="checkbox"/> New Sign <input type="checkbox"/> Face Change <input type="checkbox"/> Temporary Sign	<input type="checkbox"/> Wall <input type="checkbox"/> Freestanding <input type="checkbox"/> Portable/Mobile <input type="checkbox"/> Projecting	Display Surface Area (sq ft)	
		Display Surface Height (ft)	
		Display Surface Width (ft)	
		Sign Structure Height (ft)	
		Projection: Distance from Wall (ft)	
		Projection: Distance from Ground (ft)	
		Number of Faces	
		Illuminated?	

6. Site Plan

Attach a site plan at least 8 1/2" by 11" in size that includes the following information.

For monument or freestanding signs, the site plan shall indicate:

- The location and dimensions of each new sign on the parcel.
- The location and dimensions of boundary lines, easements, required yards and setbacks, and the location of existing buildings and structures (including any existing sign structures).
- The distances, clearly marked, between the monument or freestanding sign and property lines and structures.

For proposed wall signs, the site plan shall indicate:

- The elevations of the building wall where each sign will be placed.
- The location of proposed signs, drawn to scale, on the all (include appropriate dimensions)
- Sign dimensions, including the dimensions of individual letters and graphics.

7. Project Value

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By my signature, I understand that the permit applied for herein may be revoked and the signs erected in conjunction with this permit may be required to be removed in the event the information contained hereon is inaccurate.

8. Applicant Signature

Signature of Applicant	
Print Name	Date



9. Existing Sign Survey

Tenant/Business	Address or Parcel Number
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I _____ (name) of _____ (company name) hereby certify that I have conducted a site inspection of the above-listed tenant or business and certify that the following signs exist on the development site as of the date of application submittal.

Existing Sign Type	Size (Display Surface Area)	Location

Check if no signs exist on the premises.