



CITY OF WALHALLA

Community Development

206 N Church St. • P.O. Box 1099 • Walhalla, SC 29691 • (864) 638-4343 • Fax (864) 638-4357 • www.CityofWalhalla.com

APPLICATION FOR SIGN PERMIT /CONSTRUCTION

NOTICE: *If new construction/maintenance of the sign involves Zoning Ordinance 2018, you will be required to submit a Zoning Permit application along with this form before a Sign Permit may be issued. Signs located within the Downtown Development Overlay District must meet all Downtown Design Guidelines.*

***NOTE:** *A separate Sign Permit Application must be completed for each individual proposed sign. Owner and/or lessee of premises upon which the sign is to be erected must be included on this application or written consent accompany this application.*

Owner/Tenant/Business Name: _____ (Must be as listed on Certificate of Occupancy)

Street Address of Proposed Sign: _____ Suite/Unit/Space #: _____

Tax Map #: _____

The proposed sign is for a tenant/business located in a multiple-tenant building or development: Yes ____ No ____

The proposed sign is completely: ____ new ____ change ____ other (explain) _____

The proposed sign is a (please select the appropriate option(s)):

1. ____ Window Sign: ____ Non-illuminated ____ Illuminated
2. ____ Building Sign: ____ Wall ____ Awning ____ Projecting
3. ____ Freestanding Sign: ____ Monument ____ Decorative Post ____ Freestanding Suspended ____ Pylon
4. ____ Outdoor Advertising Sign (billboard)

Brief description of the sign: _____

The cost of the proposed sign and its installation (Contract Amount) is \$ _____

Attach the following supporting materials to complete this application:

For Wall, Awning, Window, and Projecting Sign:

- ____ Fee
- ____ A scaled drawing, including dimensions, of the sign
- ____ A scaled drawing, including dimensions, of the wall on which the sign is to be located, with the proposed sign shown along with any existing signs to remain
- ____ For a projecting sign, the distance from the bottom of the sign to the ground
- ____ Colors/Materials

Builder/Contractor: _____

S.C. License # _____

Signature of Owner and/or Lessee: _____

For Monument, Decorative Post, Freestanding, and Billboard Sign:

- ____ Fee
- ____ A scaled drawing, including dimensions, of the sign
- ____ A scaled site plan of the property on which the sign is to be located, indicating property lines, all site improvements, location and setback from property lines of proposed sign, sight triangles at street/driveway intersections, and any existing signs to remain
- ____ For a sign 12 feet or taller, drawings by a South Carolina-registered engineer, with seal
- ____ Colors/Materials

Address: _____

Phone #: _____ **Email:** _____

Date: _____

For Office Use only

Application for Sign Permit: Approved: _____ **Denied:** _____ **Fee:** _____ **Zoning District:** _____

Reason: _____

Signature of Community Development Official: _____ **Date:** _____