

Permit # _____
Clerk: _____
Date: _____



Temporary Sign Permit Application

Application and all supporting materials must be completed prior to requesting a permit.

City of Greenville Zoning Office

PO Box 2207 Greenville, SC 29602

Phone: (864) 467-4476 Fax: (864) 467-5715

Download additional forms at www.greenvillesc.gov/development

This permit application should be used for all temporary signs including banners, flags, and signs for seasonal uses.

NOTE: A separate Sign Permit Application must be completed for each individual proposed sign.

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

Tenant/Business Name: _____

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

The proposed temporary sign will be displayed from _____ (date) to _____ (date)

(Temporary commercial advertising signs may be displayed for one 30-day period per quarter; Temporary seasonal use signs for the period of the seasonal use.)

Brief description of the sign, including the type of material used and how it will be secured to the building: _____

Attach the following supporting materials to complete this application:

___ Fee of \$35.00

___ A scaled drawing, including dimensions, of the sign

___ A scaled drawing, including dimensions, of the building or structure on which the sign is to be located, with the proposed sign shown

___ If the sign is freestanding, a scaled site plan of the property on which the sign is to be located, indicating property lines, all site improvements, and the location of the temporary or seasonal use

Applicant: _____ Phone: _____ Fax: _____

Mailing Address with ZIP: _____ Mobile/Pager: _____

Email Address: _____

By signing this application, I certify that all information provided is true. I further understand if any information provided is found to be incorrect or falsely stated, this permit may be voided, and I may be responsible for violation of any and all related laws and ordinances. I further understand that installation of a sign without an approved permit is a violation of the City of Greenville Code of Ordinances and is cause for a doubled permit fee and any additional enforcement action by the City of Greenville necessary to ensure compliance with its laws and ordinances.

Signed: _____ Date: _____

Printed Name: _____

19-6.6.6 - *Special purpose signs.*

(C) Temporary signs. Temporary signs shall be limited to one 32-square-foot sign per tenant. Such signs shall be securely attached to a building or other permanent structure. A permit for such signs shall be issued for not more than one 30-day period per quarter. With reasonable cause and in the public interest, the city manager may approve, upon written request, modifications to the size of the sign and its duration for display.

(D) Seasonal use signs. Seasonal use signs shall be permitted subject to the following:

- (1) One freestanding sign and/or one wall sign shall be allowed per seasonal use;
- (2) Each sign face shall not exceed 16 square feet in area;
- (3) A new sign permit shall be required for each new season; and
- (4) Signs shall be removed when the use closes for the season.