



Sign Permit #: _____
Zoning District: _____
Date Filed: _____
Fee: \$50.00 _____

SIGN APPLICATION

Please print clearly or type responses. Complete and submit the application and attachments. If the applicant is not the property owner, the owner(s) must complete and sign the *Designation of Agent*. An incomplete application will not be processed. Please use, if necessary, additional paper.

Applicant Name: _____ Address: _____

Phone: _____ Email: _____

Relationship to Property Owner: Same Lessee/Business Owner Contractor Other: _____

Contractor Name: _____ Address: _____

License # _____ Phone: _____ Email: _____

Electrical Contractor Name: _____ Address: _____

License # _____ Phone: _____ Email: _____

PROPERTY INFORMATION

Proposed Signage: New Signage Replacing Existing Signage

Property Tax Map #: _____ Property Address: _____

Zoning District: _____ No. of Existing Signs on Premise: _____

Total Area of Existing Signs: _____ Total Cost for Proposed Signage, including structure(s): _____

Wall(s) Area of Building for Proposed Signage: Front _____ Side(s) _____ Rear _____

Window Area of Building for Proposed Signage: Front _____ Side(s) _____ Rear _____

Door Area for Proposed Signage: _____ Front Linear Footage of Building: _____

*All measurements must be submitted in square footage

Check the applicable activity(ies)

SIGNAGE	# of SIGNS
<input type="checkbox"/> Wall: (sq ft _____) height ____ width ____ <input type="checkbox"/> Internally lit <input type="checkbox"/> Externally lit <input type="checkbox"/> N/A Material type: _____ Background Color(s): _____ Lettering Color(s): _____	
<input type="checkbox"/> Freestanding/Monument: (sq ft _____) height ____ width ____ Sign height (feet): _____ <input type="checkbox"/> Internally lit <input type="checkbox"/> Externally lit <input type="checkbox"/> N/A Material type: _____ Background Color(s): _____ Lettering Color(s): _____	
<input type="checkbox"/> Window (sq ft _____) height ____ width ____ Material type: _____ Background Color(s): _____ Lettering Color(s): _____	
<input type="checkbox"/> Door (sq ft _____) height ____ width ____ Material type: _____ Background Color(s): _____ Lettering Color(s): _____	
<input type="checkbox"/> Projecting (sq ft _____) height ____ width ____ <input type="checkbox"/> Internally lit <input type="checkbox"/> Externally lit <input type="checkbox"/> N/A Material type: _____ Background Color(s): _____ Lettering Color(s): _____	
<input type="checkbox"/> Awning/Canopy (dimensions _____) Material type: _____ Background Color(s): _____ Lettering Color(s): _____	
SIGN SUBMITTALS REQUIREMENTS	
1. Scaled plot plan (<i>only for freestanding/monument signage</i>) Show proposed signage, right-of-way, road name, property lines, existing building, preparer's name, and information, the applicant's prepared for name and information, or aerial map, and date. IMPORTANT: Mark or flag location(s) of freestanding signage for Building Code review.	
2. Color sketch/rendering of proposed signage with dimensions. All dimensions are required to be in SQFT	
3. Location(s) of signage on the building and/or off the road.	
4. Electrical plans. (<i>Send an electric copy to CC&I.</i>) (https://www.cciservicesllc.com or 864.586.6111).	

I attest to the best of my knowledge the information and attachment(s) provided are accurate. This application for a permit is not an authorization to start the described workout with approval. The sign installation must be by a licensed contractor with a Town of Irmo business license. I understand and agree to remove all signage and sign structure(s) within six (6) months after the business closes.

Applicant Signature

Date

OFFICE USE ONLY:

Approved Denied (Reason for Denial) _____

Zoning Official

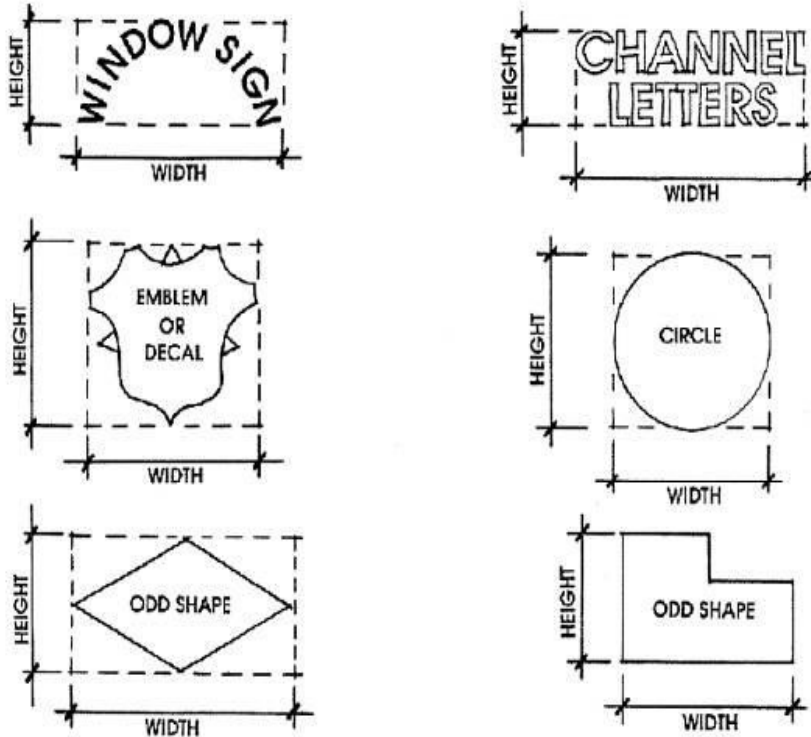
Date

Site Plan No.: _____

Parcel No: _____

CALCULATING SIGN AREA

Sign area is determined by multiplying the sign's height and width. For abstract signage, draw a line box around the tallest and widest points like below.



SIGN AREA= WIDTH X HEIGHT

Window area is calculated by the contiguous window surface regardless of the number of window panes. Where window surface is interrupted by a door or wall, this constitutes another window area.

