

SIGN PERMIT APPLICATION

For the CITY OF EASLEY PLANNING & DEVELOPMENT DEPARTMENT
Post Office Box 466, 205 North 1st Street, Easley, SC 29641 • (864) 855-7908 ext 7404 Fax: (864) 855-7951

Date of Application: _____ Valuation of Sign & Installation: _____

Name of Business: _____

Physical Address of Business: _____

Zoning District: OI NC GC CC IND MED

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Sign Company: _____ Phone: _____

Mailing Address: _____

Contact: _____ Business License #: _____

Signature of Authorized Contractor: _____

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APPLICATIONS FOR WALL SIGNS SHOULD COMPLETE THE FOLLOWING:

of existing free-standing signs: _____ square footage of existing wall signs: _____

lineal foot of building front facing road: _____ 2nd road front (if applicable) _____

If projecting sign, how far does it extend from wall? _____ size of signage _____

SCALED DRAWINGS OF SIGN ARE REQUIRED. DRAWINGS SHOULD DEPICT AND DESCRIBE:

- a. size
- b. shape
- c. colors
- d. materials to be utilized
- e. copy/wording and designs
- f. illumination type and electrical detail
- g. location on building, if attached

APPLICATIONS FOR FREE-STANDING SIGNS SHOULD COMPLETE THE FOLLOWING:

of existing free-standing signs on property: _____ square footage of all existing free-standing signs: _____

of street frontages: _____ lineal foot of property fronting each road: _____

size of signage: _____ height of signage: _____

SCALED DRAWINGS OF SIGN ARE REQUIRED AND SHALL BE ACCOMPANIED BY A PLOT PLAN OR SKETCH OF THE SITE, TO SHOW:

- a. location of sign on the lot
- b. scale
- c. size
- d. shape
- e. colors
- f. materials to be utilized
- g. copy/wording and designs
- h. dimensions of parcel lines
- i. height of sign
- j. any support structures to be utilized
- k. electrical sources, illumination type
- l. base landscaping

****NOTE:** This sign permit is valid only for the sign shown on the submitted plans/drawings. Any changes to the size, height or placement of the sign shall cause this permit to be null and void.

NO PART OF A FREE-STANDING SIGN, WHILE PERMITTED IN REQUIRED SETBACKS, SHALL BE LOCATED CLOSER THAN TEN (10) FEET TO ANY PROPERTY LINE. SIGN PLACEMENT SHALL ENSURE VISABILITY AT INTERSECTIONS AND INGRESS AND EGRESS DRIVES.

This is an application **ONLY**. You must have approval and a permit prior to any erection or construction of signs. All signs must be approved by Zoning Officer before permit can be issued. You may mail the application and drawings to the above address; they may be brought into the office; they may be e-mailed to thall@cityofeasley.com.