

# Sign Permit Application



157 NW Columbia Ave P.O. Box 183 Chapin, SC 29036

## Instructions

Fill out all the information on this page and the following page until you reach the dotted line. Once filled out submit the permit along with a site plan, sign(s) display(s), any supporting documents, and payment of the permit fee to the Zoning Administrator. If submitting this application on behalf of the property owner(s), business owner(s), and/or tenant(s), the applicant is certifying that they are duly authorized to do so. Permits may be denied if they are submitted; incomplete, without a site plan, without sign display, without needed supporting documents, and without payment of the permit fee. Once all signs are installed contact the Zoning Administrator to schedule an inspection to confirm zoning compliance.

## Fees

Each Sign up to 12 square feet	\$10.00
Each sign face between 12 square feet and 50 square feet	\$25.00
Each additional square foot of sign are over 50 square feet	\$2.00

## Applicant Information

Applicant Name:

\_\_\_\_\_

*Last*

*First*

Phone:

\_\_\_\_\_

Applicant Signature:

\_\_\_\_\_

*Signature*

Email:

\_\_\_\_\_

Date:

\_\_\_\_\_

## Business

Name of Business:

\_\_\_\_\_

Business Address:

\_\_\_\_\_

Tax Map Number:

\_\_\_\_\_

Description of sign, size, location, and wall face:

\_\_\_\_\_

\_\_\_\_\_

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## FOR STAFF USE ONLY

Date Submitted:	Permit #
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Fee:	Fee Received? Yes <input type="checkbox"/> No <input type="checkbox"/>	Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Reasons for Disapproval:

Is this a resubmittal?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Original Permit #
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Approval:	Date:
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Conditions of Approval:

## FINAL INSTALLATION INSPECTION

Approval:	Date:
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