

# COUNTY OF ORANGEBURG SIGN PERMIT APPLICATION



ADDRESS OF PROPOSED SIGN: \_\_\_\_\_

TAX MAP NUMBER #: \_\_\_\_\_ # AND TYPE OF EXISTING SIGNS ON SITE: \_\_\_\_\_

## CONTRACTOR INFORMATION

EMAIL ADDRESS FOR POINT OF CONTACT: \_\_\_\_\_

Sign Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor Address: \_\_\_\_\_ SCLLR #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Electrical Contractor Address: \_\_\_\_\_ SCLLR #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**(Failure to provide Electrical Contractor (if required) information may result in a hold being placed on all inspections)**

## OWNER INFORMATION

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner Address: \_\_\_\_\_

**If owner is obtaining permit for contractor, a contractor's authorization letter from the contractor must be provided**

## SIGN #1 INFORMATION

POLE \_\_\_\_ PYLON \_\_\_\_ CANOPY \_\_\_\_ WALL \_\_\_\_ MONUMENT \_\_\_\_ PROJECTING \_\_\_\_ MARQUEE \_\_\_\_

CHANNEL LETTER \_\_\_\_ TEMPORARY \_\_\_\_

AREA OF SIGN: \_\_\_\_\_ SQ.FT. \_\_\_\_\_ SQ.IN. DIMENSIONS OF SIGN: LONG \_\_\_\_ TALL \_\_\_\_ THICKNESS \_\_\_\_

SINGLE SIDED: \_\_\_\_ DOUBLE SIDED: \_\_\_\_ HEIGHT TO BOTTOM OF SIGN: \_\_\_\_ FT. \_\_\_\_ IN.

**Check which Applies:** New Installation \_\_\_\_ Relocation \_\_\_\_ REFACE \_\_\_\_ Renovation/Repair \_\_\_\_

**Check which Applies:** DIGITAL \_\_\_\_ LED \_\_\_\_ ILLUMINATED \_\_\_\_ NON ILLUMINATED \_\_\_\_

## SIGN #2 INFORMATION

POLE \_\_\_\_ PYLON \_\_\_\_ CANOPY \_\_\_\_ WALL \_\_\_\_ MONUMENT \_\_\_\_ PROJECTING \_\_\_\_ MARQUEE \_\_\_\_

CHANNEL LETTER \_\_\_\_ TEMPORARY \_\_\_\_

AREA OF SIGN: \_\_\_\_\_ SQ.FT. \_\_\_\_\_ SQ.IN. DIMENSIONS OF SIGN: LONG \_\_\_\_ TALL \_\_\_\_ THICKNESS \_\_\_\_

SINGLE SIDED: \_\_\_\_ DOUBLE SIDED: \_\_\_\_ HEIGHT TO BOTTOM OF SIGN: \_\_\_\_ FT. \_\_\_\_ IN.

**Check which Applies:** New Installation \_\_\_\_ Relocation \_\_\_\_ REFACE \_\_\_\_ Renovation/Repair \_\_\_\_

**Check which Applies:** DIGITAL \_\_\_\_ LED \_\_\_\_ ILLUMINATED \_\_\_\_ NON ILLUMINATED \_\_\_\_



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## LOCATION OF SIGN #1

DISTANCE FROM EDGE OF ROAD OR FRONT PROPERTY LINE (INDICATE WHICH): \_\_\_\_\_ FEET DISTANCE FROM: \_\_\_\_\_  
DISTANCE FROM SIDE OF PROPERTY LINE (INDICATE WHICH SIDE WHEN FACING SIGN FROM FRONT OF ROAD): \_\_\_\_\_ FEET \_\_\_\_\_ SIDE  
TOTAL LENGTH OF STREET FRONTAGE THAT THE SIGN IS LOCATED ON: \_\_\_\_\_ FEET  
DISTANCE FROM EDGE OF BUILDING TO CENTER LINE OF SIGN (IF MOUNTED TO BUILDING): \_\_\_\_\_ FEET WHICH SIDE: \_\_\_\_\_

## LOCATION OF SIGN #2

DISTANCE FROM EDGE OF ROAD OR FRONT PROPERTY LINE (INDICATE WHICH): \_\_\_\_\_ FEET DISTANCE FROM: \_\_\_\_\_  
DISTANCE FROM SIDE OF PROPERTY LINE (INDICATE WHICH SIDE WHEN FACING SIGN FROM FRONT OF ROAD): \_\_\_\_\_ FEET \_\_\_\_\_ SIDE  
TOTAL LENGTH OF STREET FRONTAGE THAT THE SIGN IS LOCATED ON: \_\_\_\_\_ FEET  
DISTANCE FROM EDGE OF BUILDING TO CENTER LINE OF SIGN (IF MOUNTED TO BUILDING): \_\_\_\_\_ FEET WHICH SIDE: \_\_\_\_\_

## REQUIRED DOCUMENTS WHEN SUBMITTING:

- ❖ IF SIGN IS REFACE ONLY: SUBMIT BEFORE AND AFTER REPRESENTATIONS OF SIGNS – NO PLAN REVIEW OR ZONING APPLIES – PERMIT IS ISSUED OVER THE COUNTER.
- ❖ IF SIGN IS GROUND MOUNTED: PROVIDE CONSTRUCTION DRAWINGS OF FOOTING, SUPPORT STRUCTURE, RATED WIND SPEED, AND DIMENSIONED DRAWING OF SIGN INCLUDING DIMENSIONS FROM FOOTING TO TOP OF SIGN.
- ❖ IF SIGN IS A PROJECTING TYPE OF SIGN: INDICATE HEIGHT AND DISTANCE OF PROJECTION.
- ❖ IF SIGN IS ELECTRIFIED: PROVIDE SIZE OF DISCONNECT, WIRE SIZE, AND GROUNDING PROCEDURE.

**If more than 2 signs are proposed, submit multiple copies of application with sign number changed accordingly.**

**TOTAL CONTRACT AMOUNT FOR ALL WORK NOTED ABOVE: \$ \_\_\_\_\_**

*(PLEASE NOTE THAT ORANGEBURG COUNTY MAY REQUEST A COPY OF THE RATIFIED CONTRACT)*

***I certify to the best of my knowledge that all information provided is true and correct and all work performed under this permit shall conform to all plans and specifications herewith submitted and shall conform to the all adopted building codes, laws and ordinances pertaining thereto. All Permit applications and associated documents are retained for a period of 180 days from application date. All documents will be destroyed if a permit has not been obtained within this 180 day period.***

\_\_\_\_\_  
Applicant Printed Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

County of Orangeburg  
Building Inspection Department  
1437 Amelia St. P.O. Box 9000 Orangeburg SC 29115  
Phone: 803-533-6173 / Fax: 803-533-6048