

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 WILL 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. PLEASE CONTACT A PERMIT TECHNICIAN AT PHONE NUMBER BELOW.
- ❖ **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.
- ❖ **PROVIDE A COPY OF THE RATIFIED CONTRACT WITH COST OF PROJECT.**

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: \$ _____

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
Latest Revision Date of 4-27-21