



PLANNING & DEVELOPMENT SERVICES
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PERMANENT SIGN PERMIT APPLICATION
****PLEASE ALLOW 10 BUSINESS DAYS FOR PROCESSING****

Date: _____

Project Name: _____

Project Address: _____ Tax Map #: _____

Primary Contact: _____ Email: _____

Primary Contact Address: _____ Phone: _____

Property Owner: _____ Email: _____

Property Owner Address: _____ Phone: _____

Sign Contractor/Installer: _____ Email: _____

Sign Contractor Address: _____ Phone: _____

Electrical Contractor: _____ SC License #: _____

Electrical Contractor Address: _____ Phone: _____ Email: _____

Total Cost of Sign(s): _____

MONUMENT SIGN:

Sign Height (ft): _____

Sign Area (sq ft): _____

Setbacks: _____

WALL SIGN(S):

Number of Wall Signs: _____

Sign Area (sq ft)/Dimensions: _____

Building Width: _____

of Stories: _____

PLEASE PROVIDE THE FOLLOWING INFORMATION WITH YOUR APPLICATION:

1. \$100.00 review fee. An additional permit fee will be charged once permit is processed.
2. Digital plan submittal – you may access the website at www.yorkcountygov.com/permitting. Log in or create an account, then select “Create Project”.
3. One (1) Digital copy of the plans and specifications of sign to be erected or affixed. The plans will include, but will not be limited to, details of dimensions, message, materials, and size of the proposed sign. For wall signs, dimensions of the building wall on which the sign is to be affixed and location and size of existing wall signs will also be included.
4. One (1) Digital copy of the site plan showing dimensions of lot, location of all power lines, driveways, buildings, and sign with distance to nearest property lines and/or right-of-way.
5. If property owner is not the same as the owner of the sign, then a notarized letter from property owner stating approval for sign placement is required.
6. Other information, as the Zoning Administrator may require, to determine compliance with this and other applicable codes.

The undersigned hereby makes application for a permit for the installation of the sign(s) described herein, and agrees to conform to all applicable laws of York County and the State of SC regulating the same. This is an application for a permit and does not constitute authorization for the work described. The permit for work will be based upon approval of this application by the Zoning Administrator and Building Official.

Signature of Applicant: _____ **Date:** _____

Any information provided on this document may be subject to the South Carolina Freedom of Information Act and may be disclosed to third parties in accordance with applicable law.