



Sign Permit Application

216 S. Catawba Street
 P. O. Box 1149
 Lancaster, SC 29721
 Phone: (803) 283-4253

Permit Fees: Permanent-\$90.00 (per sign) / Temporary - \$80.00/ Political l- \$40.00: ALLOW 2 DAYS FOR APPROVAL

Applicant Name, Address & Phone #:	
Property Owner:	
Property Location, Cost of Project:	
Sign Contractor's Name, Address & phone:	
Electrical Contractor's Name, Address & phone (if applicable):	

Type of Sign	Illuminated	Non-Illuminated	Building Frontage	Lot Frontage	Zoning	Quantity of Signs	Size (Square Feet)
Banner							
Canopy							
Wall							
Free Standing							
Mobile							
Projecting							

Item	Required?	Received?	- OFFICE USE ONLY - SPECIAL CONDITIONS
Plot Plan			
Sign Drawing			
U.L. Label			
Permit Fee			

Notes:

1. Drawing(s) of sign(s) must be submitted showing all dimensions, wording, height above grade and any other pertinent information.
2. Plot plan must be submitted showing lot dimensions, building (s) size and location (s), and location of sign.
3. Mobile signs only - Placement not to exceed 30 consecutive days per calendar quarter. Must be located at least five (5) feet off right-of-way and cannot have flashing lights.

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 the City of Lancaster, SC and the State of South Carolina regulating the same. The permit for this work will be based upon approval of this application by the Zoning Administrator.

 Signature of Applicant _____
 Date

Approved by: _____
 Code Official _____
 Date

FOR OFFICE USE ONLY

Notification to applicant: _____ Phone Call _____ Date called _____ Initials
 _____ Letter
 _____ Email