



City of Columbia

Zoning Division

1136 Washington Street
Columbia, SC 29201
803-545-3333
803-733-8699 (fax)
www.Columbiasc.gov/zoning

SIGN PERMIT CHECKLIST

- Projects in a Design or Historic District (-DD or -DP) or a Floodplain Area (-FP) may have additional review requirements
- Unless otherwise exempt, a business license for the tenant/project location must be issued prior to the issuance of a sign permit.
- Please allow at least five (5) business days to review your completed application and submitted materials

SUBMITTAL REQUIREMENTS

SIGN PERMIT APPLICATION: One (1) copy

- Completed permit application (signature & contract value must be provided)

SITE PLAN: One (1) copy at 8 ½" x 11" minimum

Monument/Freestanding Signs:

- A site plan that clearly shows the location and dimensions of sign on the parcel
- The location and dimensions of boundary lines, easements, required yards and setbacks, and the location of existing buildings and structures (including any existing sign structures)
- Clearly marked distances between monument sign and property lines and structures

Wall Signs:

- Elevations of building wall where sign will be placed
- Location of proposed signs, drawn to scale, on the wall (include appropriate dimension)
- Sign dimensions, including dimensions of individual letters and graphics

ADDITIONAL REQUIREMENTS: One (1) copy at 8 ½" x 11" minimum

- Location, type, and square footage of existing signs (Included Site Survey Form)
- Sign Renderings for Design & Historic Review must include:
 - Color proof identifying materials, color scheme, lettering and graphics
 - Exact sign area including letters and graphic elements
 - Illumination details (both internally and externally)

Submit plans to: CITY OF COLUMBIA ZONING DIVISION - Zoning@Columbiasc.gov

*Please note that incomplete submittals will not be accepted for review.



We Are Columbia

City of Columbia Sign Permit Application

CITY OF COLUMBIA PLANNING & DEVELOPMENT SERVICES

Zoning • 1136 Washington Street, 1st Floor, Columbia, SC 29201 • (803) 545-3333

Email: zoning@columbiasc.net

Date _____

Tax Map # _____

Street Address _____

Suite/Unit/Space # _____

Tenant/Business Name _____

Contractor _____

City of Columbia Business License # _____

Contractor Address _____

Phone # _____

E-mail _____

Pursuant to Section 6-29-1145 of the South Carolina Code of Laws, is this tract or parcel restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity described in this permit? Yes No

I, as a property owner or owner representative, confirm to the best of my knowledge that the above property is **is not** **within a flood hazard area**

SIGN #1

Type of Work: New Sign Face Change Permanent Sign Temporary Sign Illuminated: Yes No

Sign Type: Wall Freestanding Portable/Mobile Projecting Banner/Flag

Display Surface Area (Sq. Ft.) Display Surface Height (Ft.): Display Surface Width (Ft.): # of Faces:

Sign Structure Height (Ft.): Projection: Distance From Wall (Ft.): Projection: Distance From Ground (Ft.):

SIGN #2

Type of Work: New Sign Face Change Permanent Sign Temporary Sign Illuminated: Yes No

Sign Type: Wall Freestanding Portable/Mobile Projecting Banner/Flag

Display Surface Area (Sq. Ft.) Display Surface Height (Ft.): Display Surface Width (Ft.):

Sign Structure Height (Ft.): Projection: Distance From Wall (Ft.): Projection: Distance From Ground (Ft.):

SIGN #3

Type of Work: New Sign Face Change Permanent Sign Temporary Sign Illuminated: Yes No

Sign Type: Wall Freestanding Portable/Mobile Projecting Banner/Flag

Display Surface Area (Sq. Ft.) Display Surface Height (Ft.): Display Surface Width (Ft.):

Sign Structure Height (Ft.): Projection: Distance From Wall (Ft.): Projection: Distance From Ground (Ft.):

Signature _____

Contract Value _____

EXISTING SIGN SURVEY

Existing Sign Survey for _____
(tenant/business)

Address or Parcel Number _____

I, _____ of _____
(your name) (company name)

herby certify that I have conducted a site inspection of the above listed development and certify that the following signs exist on the development site as of the date indicated below.

List only **existing** signs, not signs proposed by this application. List all signs below:

Sign Type	Size (Display Surface Area)	Location
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____

_____ No Signs Exist on Premise

I understand that the permit applied for herein may be revoked and the signs erected in conjunction with this permit may be required to be removed in the event the information contained hereon is inaccurate.

SIGNATURE

COMPANY NAME

DATE