



APPLICATION FOR TEMPORARY SIGN PERMIT

Contact Planning & Development (864) 467-4476

Office Use Only:	
Application# _____	Fees Paid _____
Date Received _____	Accepted By _____
Date Complete _____	App Deny Conditions _____

***NOTE: A separate Sign Permit Application must be completed for each individual proposed sign.**

This permit application should be used for all temporary signs including banners, flags, and signs for seasonal uses.

Street Address of Proposed Sign: _____ Suite/Unit/Space # _____

Tenant/Business Name: _____

The proposed sign is for a tenant/business located in a multiple-tenant building or development. ___ Yes ___ No

The proposed temporary sign will be displayed from _____ (date) to _____ (date)

(Temporary commercial advertising signs may be displayed for one 30-day period per quarter; Temporary seasonal signs are for the approved season only)

Brief description of the sign: _____

Attach the following supporting materials to complete this application:

___ Fee of \$35.00

___ A scaled drawing, including dimensions, of the sign/temporary banner

___ A scaled drawing, including dimensions, of the building or structure on which the sign/temporary banner is to be located, with the proposed sign shown

Applicant: _____

Phone: _____ Email: _____

Mailing Address with ZIP: _____

By signing this application, I certify that I am an authorized agent for the company performing the work stated above, and that all information provided is true. I further understand if any information provided is found to be incorrect or falsely stated, this permit may be voided, and I may be responsible for violation of any and all related laws and ordinances. I further understand that installation of a sign without an approved permit is a violation of the City of Greenville Code of Ordinances and is cause for doubled permit fee and any additional enforcement action by the City Of Greenville necessary to ensure compliance with its laws and ordinances. Additionally, I certify that I understand the City Of Greenville will not approve a sign that reflects an address different than the actual physical address of a property.

Signed: _____ Date: _____

Printed Name: _____

Temporary Sign Permit Instructions

19-6.6.6. *Special purpose signs.*

- (C) *Temporary signs.* Temporary signs shall be limited to one 32-square-foot sign per tenant. Such signs shall be securely attached to a building or other permanent structure. A permit for such signs shall be issued for not more than one 30-day period per quarter. With reasonable cause and in the public interest, the city manager may approve, upon written request, modifications to the size of the sign and its duration for display.
- (D) *Seasonal use signs.* Seasonal use signs shall be permitted subject to the following:
 - (1) One freestanding sign and/or one wall sign shall be allowed per seasonal use;
 - (2) Each sign face shall not exceed 16 square feet in area;
 - (3) A new sign permit shall be required for each new season; and
 - (4) Signs shall be removed when the use closes for the season.