

Temporary Sign Permit Application



157 NW Columbia Ave P.O. Box 183 Chapin, SC 29036

Instructions

Fill out all the information on this page and the following page until you reach the dotted line. Once filled out submit the permit along with a site plan, sign(s) display(s), any supporting documents, and payment of the permit fee to the Zoning Administrator. If submitting this application on behalf of the property owner(s), business owner(s), and/or tenant(s), the applicant is certifying that they are duly authorized to do so. Permits may be denied if they are submitted; incomplete, without a site plan, without sign display, without needed supporting documents, and without payment of the permit fee. A Temporary Sign Permit is good for 30 days, after which any temporary signs not removed will be considered a violation. A new Temporary Sign Permit may be issued for an additional 30 days per the discretion of the Administrator. Once all temporary signs are removed, contact the Administrator to schedule an inspection to confirm zoning compliance. If signs are to be installed at a date later than the issuance of the permit, please notify the Administrator so that the removal date can be correctly identified.

Property Owner Information

Owner Name:

Owner Email:

Owner Phone
Number:

Business

Name of Business:

Business Address:

Tax Map Number:

Description of sign,
size, location, wall
face, and install date:

Applicant Information

Applicant
Name:

First

Last

Phone:

Applicant
Signature:

Signature

Email:

Date:

Temporary Sign Permit Application



157 NW Columbia Ave P.O. Box 183 Chapin, SC 29036

FOR STAFF USE ONLY

Date Submitted:

Permit #

Fee: N/A

Approved?

Date to Be Removed

Yes

No

Reasons for Disapproval:

Is this a resubmittal?

Yes

No

Original Permit #

Approval:

Date:

Conditions of Approval:

FINAL INSTALLATION INSPECTION

Approval:

Date: