



# Permanent Sign Permit Application

Application and all required supporting materials must be completed prior to requesting a permit.

**Staff Use Only**

Received: \_\_\_\_\_  
 Staff: \_\_\_\_\_  
 Inspected: \_\_\_\_\_

City of Conway Planning Department  
 206 Laurel Street, 29526

Phone: (843) 488-9888  
 Conway, South Carolina

FAX: (843) 488-9890  
[www.cityofconway.com](http://www.cityofconway.com)

Property Owner:		Daytime phone:	
Applicant:		Daytime phone:	
Applicant's mailing address:			
City:		State:	Zip Code:
Applicant's e-mail address:		Fax:	
<b>Type of proposed sign:</b> wall sign ___ awning sign ___ projecting sign ___ monument sign ___ freestanding sign ___ post sign ___ window sign ___ hanging sign ___ directory sign ___ electronic message center ___ other ___			
<b>Wall signs</b> please note total square footage of building façade:			
<b>Freestanding signs</b> please check:	<input type="checkbox"/> More than three (3) tenants in building/development	<input type="checkbox"/> Three (3) or less tenants in building/development	
<b>Brief Description</b> of the sign and scope of work:			

**ATTACH THE FOLLOWING SUPPORTING MATERIALS TO COMPLETE THIS APPLICATION**

<p><b><u>For Wall, Awning, Window, and Projecting Sign, Submit One Hardcopy and one Digital Copy of the Following:</u></b></p> <p>_____ Building Permit Application;          _____ A <b>Scaled drawing</b>, including <b>superimposed rendering</b> of sign mounted on building;          _____ A <b>scaled rendering of the building</b>, showing the width of the storefront to which signage will be applied;          _____ A scaled rendering of all other facades and <b>any existing signs</b>;          _____ <b>Color samples</b> and PMS numbers;</p>	<p><b><u>For Monument or Freestanding Post Sign, Submit One Hardcopy and one Digital Copy of the Following:</u></b></p> <p>_____ Building Permit Application;          _____ A <b>Scaled drawing</b>, including <b>superimposed rendering</b> of sign alterations (if existing);          _____ A <b>scaled site plan</b> of the property on which the sign is to be located, indicated property lines, all site improvements, location and setback from property lines of proposed sign, sight triangles at street/driveway intersections, and any existing signs to remain;          _____ <b>landscape and irrigation plan</b>, if applicable;          _____ For a sign 10 feet or taller, drawings wet sealed by a South Carolina- registered engineer;</p>
<p style="text-align: center;"><u>Additional Items May be Necessary Before a Sign Permit is Issued</u></p> <p>_____ For an illuminated sign, an electrical permit obtained by a licensed electrician or sign company;          _____ An application for Certificate of Occupancy for the tenants/business;          _____ For a sign requiring design review, a Certificate of Appropriateness;          _____ For a sign projecting over a public right-of-way or other public property, an encroachment permit from the governing authority;</p>	

**\*\*\*ALL PERMANENT SIGNS REQUIRE FINAL INSPECTIONS\*\*\***

I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property or the authorized representative of the owner. I authorize the subject property to be inspected, and that all required material, as required by *Article 11 of the Conway Unified Development Ordinance* will be submitted to the City of Conway Planning Department in order for the permit to be reviewed. **I understand that it is my responsibility to obtain all necessary approvals from other city departments.**

**Applicant's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print name legibly:** \_\_\_\_\_

**APPROVED:** \_\_\_\_\_ **Date:** \_\_\_\_\_