



# Richland County Planning & Development Services

## **SIGN PERMIT INFORMATION**

The intent of the brochure is to provide information about a sign application. Included with the brochure are several forms which may help as you prepare your application. This information should prove to be helpful to the novice and the professional alike.

### **What is a sign?**

There are various types of signs. The complete definitions of the signs are defined in section 26-22 of the Richland County Land Development Code.

### **Are there criteria for a sign permit?**

Regulations vary according to the zoning district and type of sign. Consult with planning staff about the zoning of the property where the sign will be placed in order to understand what requirements will apply.

### **How much does a sign cost?**

The cost of a sign is dependant on the total cost of the sign (the cost of the sign + installation).

### **How long does it take to get a sign permit application approved?**

It typically takes 2-3 weeks to complete the review of the sign application. Some complex applications may take longer.

### **What is the process for a sign permit?**

The planning staff review a sign permit. You apply with a sign application form and the additional drawings or documents needed for the review. All drawings shall include a site plan and elevations and be drawn to scale. The process is described as follows:

- ◇ Application materials and fees submitted by applicant.
- ◇ The Richland County Planning Department and occasionally the Building Department review the applications.
- ◇ The application is approved or denied by the staff.

### **What application materials do I need?**

See the sign permit checklist for further reference.

### **Where can a sign be located?**

A sign must be located outside of the road right-of-way, behind sidewalk areas, outside of the sight visibility triangle, and no closer than five (5) feet to the front property line.

### **What is a visibility triangle?**

An area of unobstructed vision at road intersections or intersections between roads and driveways.

### **What type of display can a sign have?**

All sign displays must remain static.

### **What are the regulations regarding nonconforming signs?**

See sub-section 26-180 (o) of the LDC for regulations on nonconforming signs.

### **How can I get more information?**

The Zoning Division can help you understand the process and material you will need to submit. They also have copies of the County's parcel maps which may be helpful in understanding your property. The Zoning Division is located on the first floor of the Richland County Administration Building, 2020 Hampton Street. The regular business hours are Monday – Friday, 8:30 am – 5:00 pm. You may also visit the Richland County website at [www.richlandonline.com](http://www.richlandonline.com) or call the Zoning Division at (803) 576-2180.



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**SIGN PLAN APPLICATION CHECKLIST**

**(Please include this checklist with your application)**

**The following information must be included with the sign permit application:**

**(NOTE: Two (2) copies of the plan are required to be submitted)**

1. Plot plan (drawn to scale) of the subject property (2 copies) that contains:

For “on-premise” signs (see definition in section 26-22 of the Richland County Land Development Code)

- Address upon which the sign is to be located
- Parcel dimensions
- Parcel acreage
- Zoning district
- Name of access road (street) to the property
- Location of all existing and proposed signs including setback dimensions from the signs to the property lines
- Name of person or company preparing the plan
- North arrow and scale
- Legal and physical features affecting the placement of signs (e.g., easements, landscaping, utility poles, sidewalks, buildings, signs)
- Public/Private Roads

2. Sign Plans and Diagrams (drawn to scale) of all signs, existing and proposed, for the property (2 copies) which contain the following information.

For “freestanding” signs (see definition in section 26-22 of the Richland County Land Development Code)

- Drawing of each sign structure showing each sign face to be mounted on the structure (a single drawing may be submitted if multiple signs on a site are the same), with the following:
  - the overall height of the sign structure;
  - the length and width of each sign face;
  - the distance between individual sign faces mounted on the same structure;
  - the content of each sign face;
  - the vertical dimension measured from the ground to the lowest portion of the sign face;
  - electrical details
  - foundation/footing and structural details (concrete, rebar, anchors, etc.); and
  - identification of the sign structure by number if more than one sign structure is proposed for a site.

For "projecting", "roof" and "wall" signs (see definitions in section 26-22 of the Richland County Land Development Code)

- Drawing of each sign structure, showing each sign face to be mounted on the structure (a single drawing may be submitted if multiple signs on a site are the same), with the following:
  - the overall height of the sign from the grade at the façade of the building to the top of the sign;
  - the length and width of each sign face;
  - the distance between individual sign faces mounted on the same structure;
  - the content of each sign face;
  - electrical details
  - for wall and projecting signs, the distance the sign extends from the face of the wall to which it is attached; and
  - identification of the sign structure by number if more than one sign structure is proposed for a site.

3. **ATTACH THIS CHECKLIST**

**NOTE:** The above checklist is provided for the convenience of the applicant and should not be used to determine completeness of an application. Upon staff review, additional information may be required.

**Project Name:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

# SIGN PERMIT APPLICATION



- PERMANENT
- OFF-PREMISES
- TEMPORARY (EXPIRES - \_\_\_\_\_)

PERMIT NUMBER \_\_\_\_\_

APPLICATION DATE \_\_\_\_\_

SIGN ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

BUSINESS: \_\_\_\_\_

BUSINESS LICENSE #: \_\_\_\_\_

MANAGER/BUSINESS OWNER'S NAME: \_\_\_\_\_

## PROPERTY OWNER

NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**(Written permission of the property owner is required)**

## CONTRATOR INFORMATION

SIGN CONTRACTOR: \_\_\_\_\_

BUSINESS LICENSE #: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

## DESCRIPTION OF SIGN

TYPE OF SIGN:  WALL     PYLON     MONUMENT     FREESTANDING     TEMPORARY

ELECTRICITY:  YES     NO

SIZE: \_\_\_\_\_ AREA: \_\_\_\_\_ SQUARE FEET    **VALUE OF SIGN \$:** \_\_\_\_\_

BUILDING FRONTAGE: \_\_\_\_\_ LINEAR FEET    STREET FRONTAGE: \_\_\_\_\_ LINEAR FEET

SIGN HEIGHT: \_\_\_\_\_ FEET    SIGHT CLEARANCE: \_\_\_\_\_ FEET

**I HEREBY MAKE APPLICATION FOR A SIGN PERMIT DESCRIBED ABOVE AND TO BE LOCATED AS SHOWN ON THE INCLUDED SITE PLAN. ALL STATEMENTS CONTAINED HEREIN ARE TRUE AND HAVE BEEN VERIFIED BY ME. I UNDERSTAND THAT THE OMISSION OR MISREPRESENTATION OF ANY FACTS CONTAINED HEREIN MAY BE CAUSE FOR THE IMMEDIATE REVOCATION OF THIS PERMIT. I FURTHER UNDERSTAND THAT THE ISSUANCE OF THIS PERMIT DOES NOT IMPLY APPROVAL OF, OR CONSTITUTE A PRIVILEGE TO VIOLATE, ANY OTHER STATE OR LOCAL ORDINANCES, CODES, OR LAWS, OR PRIVATE RESTRICTIVE COVENANTS. I HEREBY ACKNOWLEDGE THAT I HAVE BEEN INFORMED OF THE ZONING STANDARDS PERTAINING TO THE ISSUANCE OF THIS PERMIT AND THAT ALL CONSTRUCTION MUST BE IN ACCORDANCE WITH THESE REQUIREMENTS.**

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## OFFICE USE ONLY

VARIANCE REQUIRED:  YES     NO    If yes, date of approval: \_\_\_\_\_    CASE #: \_\_\_\_\_

SQUARE FOOTAGE: SHOWN \_\_\_\_\_ ALLOWED \_\_\_\_\_    REMAINING \_\_\_\_\_

PERMIT FEE: \$ \_\_\_\_\_    PERMIT ISSUED: \_\_\_\_\_    RECEIPT #: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

DATE PAID: \_\_\_\_\_     CHECK #: \_\_\_\_\_     CASH

TAX MAP NUMBER: \_\_\_\_\_    ZONING DISTRICT: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

**NOTES: For ground signs – footing/foundation must be inspected prior to installation  
For illuminated signs – licensed electrician must obtain permit and have connection(s) inspected**



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## **SIGN PERMIT SUPPLEMENTAL INFORMATION**

- All sign plans and associated site plans must be developed in accordance with Section 26-180 of the Richland County Land Development Code.
- A sign permit is required for all signs erected in the Unincorporated Area of Richland County, except those exempted in accordance with Section 26-180 (c) of the Richland County Land Development Code.
- Two (2) copies of the proposed sign plan package are to be submitted by the applicant.
- A **complete** sign plan application will be assigned, reviewed by staff, and returned to the applicant within 21 working days of the date of submittal.
- In accordance with Section 26-22, Definitions, of the Richland County Land Development Code, the following definitions shall be used for advertising devices and signs.

**Sign.** Any device (including, but not limited to, letters, numbers, words, figures, emblems, pictures, or any part or combination) used for visual communication intended to attract the attention of the public and visible to the public right-of-way and other properties.

**Sign, attached.** Any sign attached to, applied on, or supported by any part of a building, including, but not limited to, a wall, window or projecting sign, or a sign on a canopy, awning or marquee.

**Sign, bulletin or notice board.** An on-premise sign on which message copy is changed manually through attachment of letters, numbers, symbols, and other similar characters or changeable pictorial panels. Such signs display information related to activities or services conducted or offered on the premises.

**Sign, combined development.** A sign listing the businesses located within a combined development. A combined development is two (2) or more establishments or businesses occupying a common building or adjoining buildings which are designed and developed in a coordinated manner and which share parking, driveways and other common facilities.

**Sign, directional.** Any on-premises sign that includes information assisting in the flow of pedestrian or vehicular traffic, such as enter, exit and one-way.

**Sign face.** The part of the sign that is or can be used to identify, advertise or communicate information, or that attracts the attention of the public for any purpose. The frame or structural members may be considered as part

of the sign face if it is so designed with lighting or other ornamentation that is incorporated for the sign design.

**Sign, freestanding.** A sign that is attached to, erected on, or supported by some structure (such as a pole, mast, frame or other structure) that is not itself an integral part of or attached to a building or other structure whose principal function is something other than the support of a sign.

**Sign, height.** The vertical distance from the highest point of a sign or its support, whichever is greater, to the base of a sign at grade.

**Sign, incidental.** Signs containing information necessary or convenient to persons coming onto a premise. Incidental signs include, but are not limited to, the following: signs containing information on hours of operation and credit cards honored, signs identifying restrooms, public telephones and other business facilities. Information signs shall not include fuel price signs or traffic directional signs.

**Sign, off-premises.** A sign that directs attention to a business, commodity, service or entertainment not exclusively related to the premises where such sign is located or to which it is affixed.

**Sign, on-premises.** A sign relating in its subject matter to the premises on which it is located, or to products, accommodations, services or activities on the premises.

**Sign, portable.** A sign designed or intended to be moved easily that is not permanently embedded in the ground or affixed to a building or other structure, including any sign that rests upon the ground, a frame, a building or other structure. "Portable sign" shall include, but not be limited to, the following types of signs: trailer signs (with or without wheels), menu and sandwich boards, hot air or gas-filled balloons used for advertising, sidewalk or curb signs, and A- frame signs.

**Sign, projecting.** A sign attached to a building or other structure and extending in whole or in part more than fourteen (14) inches beyond the building.

**Sign, roof.** A sign that is mounted on the roof of a building or that is wholly dependent upon a building for support and projects above the highest point of a building with a flat roof, the eave line of a building with a gambrel, gable or hip roof, or the deck line of a building with a mansard roof.

**Sign, temporary.** A sign not intended or designed for permanent display.

**Sign, wall.** A permanent sign mounted flat against and projecting less than fourteen (14) inches from, or painted on the wall of, a building or structure with the exposed face of the sign in a plane parallel to the face of the wall. This term shall include permanent window signage.

- In accordance with Section 26-180 (e), Prohibited signs, of the Richland County Land Development Code, the following signs are prohibited in the unincorporated area of Richland County:

**Off-premises signs.** All off-premises signs, unless specifically allowed elsewhere in this chapter.

**Roof signs.** Roof signs; provided, however, that signs on the surfaces of a mansard roof or on parapets shall not be prohibited if the signs do not extend above the mansard roof or parapet to which they are attached.

**Animated/flushing signs and signs of illusion.** Signs displaying blinking, flashing, or intermittent lights, or animation, moving parts, or signs giving the illusion of movement.

**Signs resembling traffic signals.** Signs that approximate official highway signs, warning signs, or regulatory devices.

**Signs on roadside appurtenances.** Signs attached to or painted on utility poles, trees, parking meters, bridges, overpasses, rocks, other signs, benches, refuse containers, etc., unless specifically allowed elsewhere in this chapter.

**Abandoned signs and sign structures.** Signs that advertise an activity or business that is no longer conducted on the property on which the sign is located. Such signs or sign structures must be removed within thirty (30) days of becoming an abandoned sign or sign structure.

**Pennants, streamers, balloons, etc.** Signs containing or consisting of pennants, ribbons, streamers, balloons, or spinners.

**Signs obstructing access.** Signs that obstruct free ingress or egress from a driveway, or a required door, window, fire escape, or other required exitway.

**Signs located in the right-of-way.**

**Inflatable signs or balloons.**

- The location for all signs shall be in accordance with Section 26-180 (b) (2) (a), Location, of the Richland County Land Development Code.
- The number of sign faces and the sign face area shall be calculated as shown on the submitted diagrams.
- The illumination for all signs shall be in accordance with Section 26-180 (b) (4), Sign Illumination, of the Richland County Land Development Code.

**NOTE:** The above items are a brief summary of the pertinent information required. All applicants are encouraged to obtain a full copy of Section 26-180, Signs, of the Richland County Land Development Code.