

THE TOWN OF CLOVER



Development Services Department
 116 Bethel Street
 Clover, South Carolina 29710
 Phone: 803-222-5158 FAX: 803-222-6955
www.cloversc.org

Permit Application Fee: \$35.00

SIGN PERMIT APPLICATION: *"It shall be unlawful for any person to erect, construct, enlarge, move or replace any sign or cause the same to be done, without first obtaining a zoning compliance for such sign.... [The] changing or replacing the permanent copy on an existing lawful sign shall not require a zoning compliance, provided the copy change does not change the size or nature of the sign such as to render the sign in violation of these regulations."* [Clover Municipal Code]

PLEASE PROVIDE THE FOLLOWING INFORMATION IN WRITING:

1. **Sign drawing** - showing dimensions (length and width), message of sign(s) with type of lettering labeled, and all construction materials used (wood, brick, metal, etc.) with colors to be used specified.
2. **Site location details:**
 - o Location on building - if wall/projecting signs show width and height of building
 - o Freestanding signs - Location on lot and dimensions of lot, location of all power lines, easements, driveway, buildings and sign distances to property lines shown on survey. If no survey is available, it is the sign contractor's responsibility to locate all property lines and easements that may be present on the property.

Note: All property lines must be staked and identified at the time of the footing inspection or the footing inspection will not be approved. Signs found to be in the right-of-way or in an easement will be required to be moved.

 - o Relation to property grade of fronting street if grade is different (higher or lower) than sign location
3. **Foundation or Footing detail** for freestanding signs or anchoring detail for wall signs.
4. **Type of lighting** – Describe type of lighting. Illuminated signs must be UL approved. A building permit from a licensed electrician must be completed.

A construction permit for any structural work to be done to a wall must be applied for by a licensed contractor. Please submit all applicable construction permits with your sign permit application.

Address of Sign Location: _____ **Zoning District:** _____
(Location of sign site inside Clover Town Limits)

Applicant Name: _____ **Phone:** _____
Address: _____ **City/State/Zip:** _____

Property Owner Name: _____ **Phone:** _____
Address: _____ **City/State/Zip:** _____

Sign Contractor: _____ **Email:** _____
Address: _____ **City/State/Zip:** _____
Phone: _____ **Clover Business License #:** _____

Valuation of Sign System(s): \$ _____

Brief Description of Work: _____

	Ground Mounted Sign	Wall / Projecting Sign	Other
Height of Sign			
Area of Sign			
Width of Sign			
Distance from Property Line			
Distance from Right of Way			
Other Details:	New? <input type="checkbox"/> One Sided? <input type="checkbox"/> Two Sided? <input type="checkbox"/> Face Replacement Only <input type="checkbox"/> Repaired? % _____		

The undersigned hereby makes application for a permit for the installation of the sign(s) described herein and agrees to conform to all applicable laws of the Town of Clover and the State of South Carolina regulating the same. This is an application for a permit and does not constitute authorization for the work described. If the work described in any Sign Permit has not begun within six (6) months from the date of issuance, the Sign Permit shall expire and be void.

Freestanding signs require the following inspections: Footing – before concrete is poured / Temporary Power (if sign has electrical) / Final
Wall signs require the following inspections: Final – after all work is complete

 Signature of Applicant

 Date

 Signature of Property Owner (if different from above)

 Date

Approved By: _____

Disapproved for following reason:

Date: _____
