



**SIGN PERMIT APPLICATION**

*Application must be completed prior to requesting a permit*

City of Fountain Inn Public Works Department  
200 North Main Street ♦ Fountain Inn, SC 29644  
Phone: (864) 409-3334 ♦ Fax (864) 908-3569 ♦ Email: [public.works@fountaininn.org](mailto:public.works@fountaininn.org)

Date: \_\_\_\_\_

Street Address: \_\_\_\_\_ Suite/Unit/Space \_\_\_\_\_

Tenant/Business Name: \_\_\_\_\_ Tax Map # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Phone Number \_\_\_\_\_

Contract Amount: \$ \_\_\_\_\_

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Type of Sign: \_\_\_\_\_

Description of Sign: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Dimensions: \_\_\_\_\_ Material: \_\_\_\_\_

Number of Signs: \_\_\_\_\_

Building Façade Material: \_\_\_\_\_

Building Façade Dimensions: \_\_\_\_\_ /Side \_\_\_\_\_ /Front

Base Fee: \$ \_\_\_\_\_

Valuation (See valuation chart) \$ \_\_\_\_\_

Additional Gross Receipts to Business License \$ \_\_\_\_\_

Total Amount Due: \$ \_\_\_\_\_

**MUST ATTACH DRAWINGS - PERMIT WILL NOT BE APPROVED UNTIL DRAWINGS ARE APPROVED.**

Please Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Permit fees are non-refundable and non-transferable.*

5:5.4-8 Building Signage. Each business within the Central Business District shall be allowed a combination of wall signs and ground signs subject to the following provisions:

5:5.4-8.1 Signage shall complement the architectural details of the building, and shall not violate or otherwise obscure the architecture of the building to which it is attached. Signs, lettering or boxed graphics shall not cut across columns, cornices, windowsills, arches or balconies, nor extend above the roofline of any building to which is attached.

5:5.4-8.2 No single building shall be permitted more than two permanent signs per business, one temporary sign.

Except, for single businesses with double frontage lots (lots facing more than one primary street – Main, Fairview, Knight or McCarter), which shall be allowed one additional wall or window sign.

A monument sign may be permitted for a site with off-street parking lots that are 20 or more spaces. One monument sign may be substituted for a wall sign, 35 feet maximum allowable square feet per sign allowed.

5:5.4-8.3 The combination of all signs for any single building shall be no greater than ten percent of the building face projection, subject to sign limitations below.

5:5.4-8.4 The calculation of total allowable signage area for a single business with double frontage shall be based upon the façade with primary entrance and/or architectural features of the building. If two facades are equal in terms of primary entrance and architectural features, the roadway with the highest capacity shall determine the primary façade.

5:5.4-8.5 Permanent signs within the Central Business District shall display no more than the following items: the owner or business name, product/service, street address, telephone number, e-mail and business slogan, not to exceed six lines of text and/or symbols.

5:5.4-8.6 Letters can be painted or mounted directly on a sign board, storefront, wall or window, but should be in proportion to the storefront. Acceptable lettering materials include wood, stone, synthetic stone, dimensional plastic or acrylic.

5:5.4-8.7 Signs may be constructed of concrete, brick, wood, stone, metal, glass or synthetic materials closely resembling the aforementioned materials. All materials shall be compatible with the building's architecture.

5:5.4-8.11 Window signs shall not exceed one-fourth (25 percent) of the total window area.

5.4-8.19 The applicant shall submit a sign plan that meets the aforementioned guidelines and the provisions set forth in article 6, signs. The zoning administrator shall review and approve the plans in accordance to said guidelines and provisions. Requests for variances will be reviewed by the board of zoning appeals as set forth in section 11:5.2.

Zoning and Sign regulations may be found on city website @ [www.fountaininn.org](http://www.fountaininn.org)

**PLEASE NOTE THAT CAMPAIGN SIGNS WILL BE REMOVED BY PUBLIC WORKS IF NOT REMOVED WITHIN 7 DAYS AFTER AN ELECTION.L**

**MUST HAVE WRITTEN PERMISSION FROM PROPERTY OWNER.**