



# Billboard Permit Application

\_\_\_\_\_  
Date of Application Completion

\_\_\_\_\_  
Permit Status (Approved or Denied)

### Owner's Information

Name: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

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

Telephone and Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### Sign Company/Authorized Representative's Information

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

Telephone and Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### Project Information

Property/Sign Location: \_\_\_\_\_

Parcel Number(s)/TMS: \_\_\_\_\_

Existing Sign(s) on Site: (Please List Sign Type, Area and Height) Most Recent Permit Number(s): \_\_\_\_\_

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

Nature of Work:

New Construction \_\_\_\_\_ Alteration \_\_\_\_\_

Renewal \_\_\_\_\_ Relocation of Existing Billboard \_\_\_\_\_

Proposed Type of Billboard:

Double Face \_\_\_\_\_ Single Face \_\_\_\_\_ Free Standing \_\_\_\_\_

Type of Sign Face:  Static  Digital LED  Lumina nce Ratios

	Square Footage of Billboard	Billboard Height
Billboard One (1)	_____	_____
Billboard Two (2)	_____	_____

Please attach a design/sketch of billboard with dimensions and structural materials to be used.

Spacing Requirement from another billboard must be verified by a licensed surveyor: \_\_\_\_\_  
 \_\_\_\_\_

Spacing requirements from any property zoned residential or any property used for residential purposes is unzoned at the time of construction of the billboard: \_\_\_\_\_  
 \_\_\_\_\_

Road Right-of-Way Verification (Road ROW List):

The right-of-way for an Anderson County maintained road can be obtained by contacting the Roads and Bridges Department at (864) 260-4190. If the sign is located on a state road, please contact the South Carolina Department of Transportation (SCDOT) at (864) 260-2215 for right-of-way verification.

Minimum Setback Requirements:

No billboard shall be erected such that any portion of the billboard shall be within five (5) feet of any road, street or highway right-of-way or within thirty (30) feet of any paved or unpaved roadway where the right-of-way is undefined. No billboard shall be erected such that any portion of the billboard shall be within five (5) feet of any property line.

**You must contact the Building and Codes Department at (864) 260-4158 to obtain a permit.**

As the applicant(s), I (we) hereby confirm that the required information and materials for this application are authentic and have been submitted to the Anderson County Public Works Division – Development Standards. I (We) further confirm that I (we) have read and understand the road right-of-way and minimum setback requirements and will adhere to them as stated in the Anderson County Code of Ordinances.

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date

*This billboard permit is only valid for the billboard constructed, erected or installed in accordance with the application herewith and in compliance with all applicable provisions of the Anderson County Development Standards Ordinance, as amended.*

For Office Use Only:

Application Received By: \_\_\_\_\_ Date Complete Application Received: \_\_\_\_\_

Application Fee of \$75 Paid: \_\_\_\_\_ Check Number: \_\_\_\_\_

Date Application Approved: \_\_\_\_\_ Approved By: \_\_\_\_\_



# Billboard Application Checklist

The following checklist is to aid the applicant in providing the necessary materials for submittal.

## Application Submittal Requirements and Process

To submit a Billboard Permit Application, you must provide the following to the Development Standards Office:

- Completed and Signed Billboard Permit Application
- Design/ Sketch of Each Billboard with Dimensions and Structural Materials to be Used
- Site Plan showing proposed (and existing) signs on specific parcel
- Survey by Licensed Surveyor Verifying/Spacing Requirements
- Check made payable to Anderson County for Billboard Permit Application Fee (Fee for a Billboard Permit Application is \$75.)
- Annual Billboard Fee is \$75.00

After the issuance of a Billboard Permit by the Development Standards Office, the applicant must then contact the Building and Codes Office (260-4158) to obtain a permit for construction.

Additional Requirements/ Comments: \_\_\_\_\_

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