



Get in Your Element

SIGN PERMIT INSTRUCTIONS

1. You will need the Tax Map Number to obtain Right of Way. To obtain Tax Map Number, go to www.GCGIS.org.
 - Click Mapping Application
 - Launch Internet Mapping System
 - Zoom into Travelers Rest to find your property
 - Click i (Information) in Toolbar to obtain your information
2. Call the Right of Way Office 1-803-737-1400 for State Right of Way.
3. Go to SCDOT to get Request Form for “Right of Way”. It will take approximately five business days to have information returned via fax.
4. Call Travelers Rest city building official to measure “Right of Way”.
5. Request an application for (Variance) “Zoning Board of Appeals”. The form is on the city website.
6. \$100 Fee
7. Wait for Zoning Board meeting results.
8. If it is approved, the report has to be processed from Zoning Committee.
9. Must bring a rough drawing showing the width and height of the sign.
10. Sign permit is \$10.



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SIGN PERMIT APPLICATION

Temporary _____ Permanent _____

Location Address _____ Tax Map # _____

Name of Business _____

Owner of Business _____ Telephone # _____

Sign Contractor _____ Telephone # _____

Address _____

Type of Sign(s)	Length	Height	Total Square Footage	Distance From Ground	Lighted
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Height of Building (PBW) _____ Length of Building or Lease Space (PBW) _____

Existing Signs Yes _____ No _____ Square Footage _____

Total Job Cost \$ _____

I hereby certify that the above information is correct and true. _____
Contractor, Owner or Agent

Applicant will complete all of the above

A detailed drawing showing the dimensions and location of the proposed sign shall accompany this application.

Cost of Signage: \$ _____

Permit Fee: \$ _____

Approval _____ Date _____

If denied, reason for denial: _____