



## **Town of Fort Mill Sign Requirements**

### **Monument Sign:**

Please provide the following information with your permit application:

Sign Plan - Drawing of sign showing dimensions of sign, message of sign, and construction materials used with colors specified.

Anchoring details (if required) showing how sign will be attached to the Monument base. Show actual anchor type and spacing.

Site Plan - Copy of survey of property or site plan drawn to scale showing the following information. See attached sample site plan for an example of what to include. Show location of sign on property with distance to:

- Property lines
- Rights-of-way, easements, and power lines
- Driveways
- Nearest building
- Relation to property grade of fronting street if the grade of the land is different than where the sign is located
- Location of electric meter and transformer (if applicable)
- Footing or Foundation Details
- Electrical Details - Include a power riser diagram and wiring details. Describe the type of lighting. Illuminated signs must be UL approved.
- Wind Load Information - An engineer sealed plan is required for signs over 12 feet in height. The building official may request an engineer sealed plan for other types of signs as deemed necessary.

### **Wall Sign or Projecting Sign**

Please provide the following information with your permit application:

Sign drawing for all signs to be installed showing dimensions of sign, message of sign, and construction materials used with colors specified.

Anchoring detail showing how sign will be attached to building. Show actual anchor type, spacing and exterior building material.

Elevation drawing of building showing location of sign on building and width and height of building.

Electrical Details - Describe the type of lighting. Illuminated signs must be UL approved and include an electrical wiring detail.

Attach additional sheet if needed.

Sign Area (sq/ft):

Width of Front of Building Sign will be located on:

No. of Stories of Building:

This is an application for a permit and does not constitute authorization for the work described. The permit for this work will be based upon the approval of this application by the Zoning Administrator and the Building Official. 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.

*Submittal Requirements: Sign Requirements (Formatted July 1,2020)*

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