

Planning & Development Department

803-329-5590 / permits@cityofrockhill.com

Physical (By Appointment Only): 155 Johnston Street, Rock Hill, SC 29730

Mailing: PO Box 11706, Rock Hill, SC 29731-1706

www.cityofrockhill.com



TEMPORARY SIGN APPLICATION

TYPES OF SIGNS THAT DO NOT REQUIRE A TEMPORARY SIGN PERMIT

These types of signs do not require a temporary sign permit:

- A sidewalk “sandwich board” sign is allowed during business hours. It may be up to 6 square feet and 4 feet tall. It must be placed within 30 feet of the entrance to the business in a location that does not pose any hazards.
- One “Now Hiring” sign up to 4 square feet, located on the property where the employer has a job vacancy.
- A one-square-foot wall sign for a home-based business.
- Temporary signs or banners for special events on private property. Use this [temporary use application](#) instead.
- Religious institutions, schools, and community service facilities may have one temporary sign or banner up to 60 days per year, plus two additional temporary signs or banners 14 days before events and 7 days during events. Each temporary sign or banner may be up to 32 square feet and 6 feet tall.

WHEN TO USE THIS APPLICATION

Use this application to request a permit for:

- Grand opening signage
- Temporary signage at times besides grand openings
- To have a temporary sign in lieu of permanent signage (such as when a business is changing names and the new signs are being fabricated).

APPLICATION PROCESS

1. **Submit the following in PDF format** through the Online Services website at www.cityofrockhill.com/onlineservices. Select the option to **Apply for Permit**.
 - Application
 - For wall signs, a drawing/picture showing the location of the sign on the wall and how the sign will be anchored.
 - For freestanding signs, a site plan that shows the location of the sign on the property.
 - The sign cannot obstruct the view of motorists or otherwise harm public safety, so show all nearby power lines, driveways and buildings.
 - The sign must be at least 5 feet from all property lines.
 - The sign must be located outside the road right-of-way.
2. **We will email you an invoice** if payment is required, which you will pay online.
3. **For freestanding signs, request a utility locate** before installing the sign. All utility companies in the area will come mark where their lines are near where the sign will be located. This is a free service offered by the State that takes a few days. The request can be made through <https://exactix.sc811.com/>.

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Business Name: _____

Physical Address: _____

Applicant Name: _____

Phone: _____ Email: _____

Mailing Address: _____

Grand Opening Displays for New Businesses

One temporary sign and up to five other types of displays are allowed for up to 45 days. That period may start up to 30 days before opening day and up to 90 days after opening day. There is no cost for these displays.

Beginning Display Date: _____ Ending Display Date: _____ # of Days: _____

Will you have a temporary sign? Yes No If yes, square feet: _____ (32 square feet is maximum)

Which of the following will you use? You may use up to five displays.

- Streamers/Pennants Square feet: _____ (Every 20 feet counts as one display)
- Feather flag Square feet: _____ (Each feather flag counts as one display)
- Balloons Square feet: _____ (Every 64 cubic feet counts as one display—for example, 4 x 4 x 4)
- Inflatable Square feet: _____ (Each inflatable counts as one display)
- Other—describe: _____ Square feet: _____

Temporary Signs for Existing Businesses

Beginning Display Date: _____ Ending Display Date: _____ # of Days: _____

Square Footage of Sign: _____ (32 square feet is maximum)

Timeframe requested:

- Full year (\$100)**
Allowed for up to 90 days per calendar year. The sign can be displayed for up to 30 days at a time, with at least a one-week break between 30-day periods.
- After July 1 (\$50)**
Allowed for up to 45 days between July 1 and December 31. The sign can be displayed for up to 30 days at a time, with at least a one-week break between a 30-day period and the remaining 15-day allotment.

How Do We Track Remaining Days?

After your permit has been issued for the year, each time you would like to use some of your allowed days, you must email the following information to nsinspections@cityofrockhill.com before posting the sign. Failure to do this could result in a loss of up to seven days each time.

1. Permit number
2. Name and address of the business
3. Your name, title, and contact information
4. Beginning and Ending Dates

Temporary Use of Banners in lieu of Permanent Signage

Banners may be used while awaiting installation of permanent signage, to temporarily cover an existing permanent sign in the event of a business name or logo change, or similar circumstance. They may be installed for up to 60 days. There is no cost for this type of sign permit.

Beginning display date: _____ Ending display date: _____ Intended date of permanent signage installation: _____

Prohibited Signs Certification

Initial each line to indicate an understanding that the following types of signs are not allowed:

- _____ Signs placed in the right-of-way
- _____ Signs placed on utility poles or traffic signs
- _____ Too many window signs: Window signs that cover more than 50% of the window area, or the amount allowed for wall signs on that side of the building, whichever is less
- _____ Signs that move or flash
- _____ Digital message boards that change more than every 5 minutes
- _____ Signs on vehicles at sales lots with letters taller than 6 inches or a message area larger than 10 square feet
- _____ Vehicles with signs that are parked so as to serve as a sign—those that are not used in the ordinary course of business and are parked closer than 50 feet to the street during business hours
- _____ Signs placed on other people’s property
- _____ Streamers/pennants, feather flags, and balloons, *except* during a grand opening:



I certify that the information in the application and the attached forms is correct.

Signature: _____ Date: _____