



****This form must be filled out by the entity that will own and maintain the proposed encroaching item.**

Air Rights Encroachment Permit Application

Contact Construction & Inspection – (864) 467-8890

For questions regarding signs – (864) 467-4476

****All information must be complete with the required information (see attached) before application is processed.**

Applicant Information **

Name (First, Last, Middle Initial): _____

Phone Number: _____ Email: _____

Home Address: _____

Corporate and Business Name/Physical Address of Proposed Encroaching Item

Corporate and Business Names of Location applying for an Air Rights Encroachment Permit:

Physical Address of Proposed Encroachment: _____

Tax Map Number: _____ Email: _____

Business Representative Contact Information:

Name: _____ Phone Number: _____

Address/Email: _____

Property Owner Information (The current owner of record at the Greenville County Register of Deeds)

Name (First, Last, Middle Initial): _____

Phone Number: _____ Email: _____

Physical Address: _____

Contractor's Information

Name (First, Last, Middle Initial): _____

Day Phone: _____ Email: _____

Physical Address: _____

Applicant Acknowledgement **

I certify that all statements on this application are true and accurate to the best of my ability. If approved, I understand that the encroachment permit is a temporary license which may be denied, suspended or revoked for any conduct which is contrary to the provisions of the section or for any conduct of the business in such a manner as to create a public nuisance, or constitute a danger to the operator's or public's health, safety, or welfare. No property right is created by this ordinance and the decision of the City Manager shall be final.

Signature: _____ Date: _____

Print Name: _____

Submit completed application to the Construction Inspection Department 206 S Main St., Basement Floor City Hall

Required Information for an Air Rights Encroachment Permit

1. Completed Application, all information spaces must be completed.
2. Application Fee: \$50 Payable to the City of Greenville
3. Detailed, scaled drawing of the proposed sign or awning (etc.) to include length, width, height above street or sidewalk. The drawing must show property lines and dimension the distance/depth all items encroach into public Right of Way.
4. Two color sketches including all graphics and lettering of the sign or awning (etc.). Photographs, drawings or manufacturers brochures may be used.
5. Detailed drawing signed and sealed by a South Carolina registered engineer, showing point of attachment and supports. Design must meet the requirements of the current adopted building code requirements for loading such as snow and wind. (such as SBC 1997 edition, chapter 32 and chapter 16)
6. Detailed drawings of any other signs or awnings on the building.
7. Proof of an insurance policy issued to the applicant listing both corporate and business names, issued by an insurance company licensed to do business in the State of South Carolina, protecting the City from all claims from damage to property and bodily injury, including death, which may arise from the operation under or in connection with the encroachment permit. Such insurance shall name as an individual insured the City and shall provide that the policy shall not terminate or be canceled prior to the expiration date without 30 days advanced written notice given to the City. The policy shall be in an amount of no less than \$1,000,000.
8. Application process and minimum timeline:
 - a. Process: After the application is determined to meet submission sufficiency it begins the review process which starts with routing through internal staff review. If the application clears staff review a legal agreement is prepared and sent to the applicant to obtain all required signatures. When the signed document is returned the application request will be forwarded to the City Manager for consideration. Once the City Manager signs the document the applicant is notified the agreement has been approved.
 - b. Timeline: The process, since it requires staff review and City Manager action usually takes 6 to 8 weeks to complete. If questions or issues arise during any portion of the review/approval process the overall processing time will increase.