



**PLANNING & ZONING DEPARTMENT**  
 1301 2nd Avenue Room 1D09  
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## Horry County Sign Permit Checklist

COMPANY INFORMATION	
Project Name:	
Address:	
PIN/TMS Number:	
Company/Contact Name:	
Phone Number/Email Address:	

APPLICATION COMPLETE
<b>FREE STANDING SIGNS:</b>
(2) Two Scaled Site Plans showing the proposed location of the freestanding sign along with the measurements from the front & side property lines.
(2) Two Copies of Sign Rendering with all measurements.
Signed & Sealed Engineered Drawings for signs above 32 sq ft or greater than 8 ft in height.
<b>WALL SIGNS and/or GAS CANOPY SIGNS:</b>
(2) Two Copies of a Scaled Drawing of Wall/Canopy in which sign is to be attached & dimensions.
(2) Two Copies of a Scaled Drawing of the Proposed Wall/Canopy Sign & dimensions.
An Attachment Detail for the proposed wall/canopy sign.
An Attachment Detail for the proposed wall/canopy sign.
<b>OFF-SITE SIGNS:</b>
(2) Two Scaled Site Plans showing the proposed location of the off-site sign along with measurements from the front & side property lines.
(2) Two Copies of Sign Rendering with all measurements.
Signed & Sealed Engineered Drawings for the proposed sign in accordance to the <a href="#">2021</a> International Building Code.
A Valid Lease Agreement or Notarized Letter from the property owner giving permission for the proposed sign to be installed on said property.
Specify if the sign will be a Digital Sign.
A Letter of Agency from the Business Owner for the Sign Company.
A Zoning Compliance for a Business License must be applied for prior to the issuance of a Sign Permit.
<b>FEES WILL NOT BE CALCULATED UNTIL TIME OF PERMIT ISSUANCE.</b>
<b>PLEASE ALLOW FOR A 10 DAY REVIEW TIME ON ALL SIGN PERMIT APPLICATIONS.</b>

I have read and understand all requirements for submitting a complete sign application. I hereby certify that all information contained herein is complete and accurate to the best of my knowledge. I have received a copy of the Sign Permit Brochure and understand that any information sent to me via email in regards to this application is intended to be general in nature.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date