

# **OFF-SITE SIGN PERMIT APPLICATION INSTRUCTION SHEET**

- All sign reviews must be submitted using the online plan submittal process on [horrycountysc.gov](https://www.horrycountysc.gov) (<https://www.horrycountysc.gov/departments/planning-and-zoning/plan-submittal/>). Submittals must include a completed sign permit and building permit application, signed letter of agency, completed checklist, and requirements listed below for the type of sign.
- All first-time submittals and revisions will be reviewed digitally. Hard copies will be required for final approval.
- Please allow up to **10 business days** for all digital reviews.

## **Please also include the following:**

1. Applicant must provide one scaled site plan showing the proposed location of the off-site sign along with measurements from the front and side property lines; in addition with other dimensions applicable to off-site requirements of Art. VI Sect. 609.
2. Applicant must provide one copy of the sign rendering with all measurements.
3. Applicant must provide engineered drawings for the proposed sign in accordance to the current International Building Code.
4. A valid lease agreement or notarized letter from the property owner giving permission for the proposed sign to be installed on said property.

Anyone operating a business within Horry County **must obtain a zoning compliance for a business license prior to the release of any sign permit.**



PLANNING & ZONING DEPARTMENT  
 1301 2nd Avenue Room 1D09  
 Conway, SC 29526

Phone: (843) 915-5340  
 Fax: (843) 915-6341

### Horry County Sign Permit Checklist

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

	APPLICATION COMPLETE (Building Permit, Sign Permit Application, Letter of Agency)
	<b>FREE STANDING SIGNS:</b>
	(1) One Scaled Site Plan showing the proposed location of the freestanding sign along with the measurements from the front & side property lines.
	(1) One Copy 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 CANOPY SIGNS:</b>
	(1) One Copy of a Scaled Drawing of Wall/Canopy in which sign is to be attached & dimensions.
	(1) One Copy of a Scaled Drawing of the Proposed Wall/Canopy Sign & dimensions.
	An Attachment Detail for the proposed wall/canopy sign.
	Signed & Sealed Engineered Drawings for wall/canopy signs greater than 40 sq. ft. in area.
	<b>OFF-SITE SIGNS:</b>
	(1) One Scaled Site Plan showing the proposed location of the off-site sign along with measurements from the front & side property lines.
	(1) One Copy of Sign Rendering with all measurements.
	Signed & Sealed Engineered Drawings for the proposed sign in accordance to the most current 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

# HORRY COUNTY PERMIT APPLICATION

(SIGN)

FLOOD ZONE \_\_\_\_\_

BFE \_\_\_\_\_

PANEL# \_\_\_\_\_

ECERT REQ \_\_\_\_\_

APPROVED \_\_\_\_\_

DATE IN \_\_\_\_\_

FEES PD \$ \_\_\_\_\_ P/R \_\_\_\_\_ Z

CLERK \_\_\_\_\_

PLAN CASE # \_\_\_\_\_

P&Z APPD \_\_\_\_\_

APPD \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_  
Name of Owner (as listed on Tax Books) Telephone Owner's Email

\_\_\_\_\_  
Business Address & Unit # City State Zip

\_\_\_\_\_  
Business Name/Owner of Business Telephone Business Owner's Email

Sign Dimensions \_\_\_\_\_' \_\_\_\_\_" x \_\_\_\_\_' \_\_\_\_\_" Electric Required: Yes ( ) No ( ) Existing ( ) New ( )

(If you are permitting multiple signs, please list each with dimensions below in the description)

Total Square Footage \_\_\_\_\_ sqft.

If new meter service is required: \_\_\_\_\_ amp service

Monument/Free Standing ( ) Wall ( )

Description: \_\_\_\_\_

Value of Construction \$ \_\_\_\_\_

Permit # \_\_\_\_\_

Building Permit Fees \$ \_\_\_\_\_

App Code \_\_\_\_\_

Zoning Fees \$ \_\_\_\_\_

State License # \_\_\_\_\_

TOTAL FEES \$ \_\_\_\_\_

HC Business License # \_\_\_\_\_

Contractor \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Architect or Engineer \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_  
Pin # District # Zone Verified

THIS PERMIT MAY BE SUSPENDED OR REVOKED FOR VIOLATION OF ANY REGULATION IN EFFECT BY ORDINANCE OR OTHERWISE BUILDING PERMITS ARE NOT REFUNDABLE OR TRANSFERABLE.

Signature \_\_\_\_\_  
Owner ( ) Contractor ( ) Agent ( )

Print Name \_\_\_\_\_

\_\_\_\_\_  
PERMIT TECHNICIAN

\_\_\_\_\_  
DATE



# OFF-SITE SIGN PERMIT APPLICATION

Sign Permit Number: \_\_\_\_\_

Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

- 1. Applicant: \_\_\_\_\_
- 2. Phone number: \_\_\_\_\_
- 3. Property Owner: \_\_\_\_\_
- 4. TMS# and/or PIN#: \_\_\_\_\_
- 5. Zoning District: \_\_\_\_\_

## 6. OFF-SITE SIGN INFORMATION

- A. Total sq footage of sign surface area to be erected including cut-outs not to exceed 40sq ft \_\_\_\_\_
- B. Height of sign to be erected \_\_\_\_\_
- C. Is this a digital board or a static board \_\_\_\_\_
- D. Total linear feet from another off-site sign \_\_\_\_\_
- E. Total radial feet from a commercial business \_\_\_\_\_
- F. Distance from church, place of worship, cemetery, public/private school or public park \_\_\_\_\_
- G. Distance from signalized intersection \_\_\_\_\_
- H. Distance and spacing requirement: Conway By-Pass \_\_\_\_\_
- I. Distance and spacing requirement: Carolina Bay/Central Pkwy \_\_\_\_\_ Other \_\_\_\_\_
- J. Distance from bridge abutment \_\_\_\_\_
- K. Square footage of non-conforming removed \_\_\_\_\_

## 7. ADDITIONAL INFORMATION

- A. Setback from highway right-of-way \_\_\_\_\_
- B. Distance from property lines \_\_\_\_\_
- C. Is the sign illuminated \_\_\_\_\_
- D. Does the sign illuminate onto adjacent residential property \_\_\_\_\_ Y \_\_\_\_\_ N
- E. Does the proposed sign conflict with any recorded land covenants \_\_\_\_\_ Y \_\_\_\_\_ N

## 8. APPLICANT AFFIDAVIT

- 1. Applicant understands that all permits will expire 6 months from date of application if sign is not constructed.
- 2. Applicant understands that any existing violation on property where sign is to be located may prevent application approval

I hereby certify and acknowledge that I have read and understand the above and the information I have provided is true and accurate to the best of my knowledge.

\_\_\_\_\_  
**Signature of Applicant**

I hereby certify that, based on the information provided, the proposed sign is in compliance with the requirements set forth under the Sign Ordinance of Horry County.

\_\_\_\_\_  
**Zoning Administrator or Authorized Agent**

# LETTER OF AGENCY

RE: PIN# \_\_\_\_\_

Project name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

In connection with the referenced property, I hereby give my permission for the business listed below to act as an agent for the purpose of submitting a sign permit application for review.

Authorized Agent: \_\_\_\_\_

Agent/Business Address: \_\_\_\_\_

Agent/Business Telephone Number: \_\_\_\_\_

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Property Owner (Please Print Full Name)

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date