

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:

Freestanding Signs:

1. Applicant must provide one scaled site plan showing the proposed location of the freestanding sign along with measurements from the front and side property lines.
2. Applicant must provide one copy of the sign rendering with all measurements.
3. Signs above 32 sq. ft or greater than 8 ft in height will require an engineered drawing in accordance with the current International Building Code.

Wall Signs and/or Canopy signs:

1. Applicant must provide one copy of a scaled drawing of wall/canopy in which sign is to be attached and dimensions.
2. Applicant must provide one copy of a scaled drawing of the proposed wall/canopy sign and dimensions.
3. Applicant must provide an attachment detail for the proposed wall/canopy sign.
4. Signed and sealed engineered drawing for wall/canopy signs greater than 40 sq. ft in area must be in accordance with the current International Building Code.

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)
	FREE STANDING SIGNS:
	(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.
	WALL SIGNS and/or CANOPY SIGNS:
	(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.
	OFF-SITE SIGNS:
	(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.
	FEES WILL NOT BE CALCULATED UNTIL TIME OF PERMIT ISSUANCE.
	PLEASE ALLOW FOR A 10 DAY REVIEW TIME ON ALL SIGN PERMIT APPLICATIONS.

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 _____' _____"

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

Total Square Footage _____ sqft.

Monument/Free Standing () Wall ()

Electric Required: Yes () No () Existing () New ()

If new meter service is required: _____ amp service

Description: _____

Value of Construction \$ _____

Building Permit Fees \$ _____

Zoning Fees \$ _____

TOTAL FEES \$ _____

Permit # _____

App Code _____

State License # _____

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



SIGN PERMIT APPLICATION

Plan Case Number: _____

Date: _____

Expiration Date: _____

Applicant: _____

Phone Number: _____

Property Owner: _____

PIN #: _____ Zoning District: _____

Type of sign (check all that apply): On-Site Wall Canopy

1. ON SITE SIGN INFORMATION

Commercial Commercial Center ID Commercial Subd. Residential Subd.

- a) Total sq. ft. of sign surface to be erected _____ Height of sign to be erected _____
- b) Total number of freestanding signs on property _____
- c) Total sq. ft. of existing freestanding sign(s) _____
- d) Total street frontage _____

2. WALL SIGN INFORMATION

Commercial bldg. Residential Subd. Entrance wall

- a) Total sq. ft. of wall on which sign is to be placed: Front _____ Side 1 _____ Side 2 _____ Rear _____
- b) Total sq. ft. of sign surface on wall: Front _____ Side 1 _____ Side 2 _____ Rear _____
- c) Percentage of wall surface sign will cover: Front _____ Side 1 _____ Side 2 _____ Rear _____
- d) Distance the sign will project from the wall _____

3. CANOPY SIGN INFORMATION

- a) Total sq. ft. of fascia on which sign will be placed: Front _____ Side 1 _____ Side 2 _____ Rear _____
- b) Total sq. ft. of sign surface on fascia: Front _____ Side 1 _____ Side 2 _____ Rear _____
- c) Percentage of fascia area sign will cover: Front _____ Side 1 _____ Side 2 _____ Rear _____

4. ADDITIONAL INFORMATION

- a) Setback from highway right-of-way: _____
- b) Is the sign illuminated: YES NO
- c) Does the proposed sign conflict with any recorded land covenants: YES NO

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.

COMMENTS/CONDITIONS:

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