



**SIGN PERMIT APPLICATION**

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

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

1. **APPLICANT:** \_\_\_\_\_  
Phone number: \_\_\_\_\_
2. **PROPERTY OWNER:** \_\_\_\_\_
3. **TMS # and/or PIN #:** \_\_\_\_\_ Zoning District: \_\_\_\_\_
4. **Type of sign (check all that apply):** \_\_\_ On-site \_\_\_ Wall \_\_\_ Gas Canopy
5. **ON SITE SIGN INFORMATION**
  - A. Commercial \_\_\_ Commercial Center ID\_\_\_ Commercial Subd. \_\_\_ Residential Subd. \_\_\_
  - B. Total sq ft of sign surface to be erected \_\_\_\_\_ Height of sign to be erected \_\_\_\_\_
  - C. Total number of free standing signs on property \_\_\_\_\_ Total sq ft of existing free standing sign(s) \_\_\_\_\_ D. Total street frontage \_\_\_\_\_
6. **WALL SIGN INFORMATION**
  - A. Commercial bldg. \_\_\_\_\_ Residential Subd. Entrance wall \_\_\_\_\_
  - B. Total sq ft of wall on which sign is to be placed: Front \_\_\_\_\_ Side 1 \_\_\_\_\_ Side 2 \_\_\_\_\_ Rear \_\_\_\_\_
  - C. Total sq ft of sign surface to be placed/painted on wall: Front \_\_\_\_\_ Side 1 \_\_\_\_\_ Side 2 \_\_\_\_\_ Rear \_\_\_\_\_
  - D. Percentage of wall surface sign will cover: Front \_\_\_\_\_ Side 1 \_\_\_\_\_ Side 2 \_\_\_\_\_ Rear \_\_\_\_\_
  - E. Distance the sign will project from the wall \_\_\_\_\_
7. **GAS CANOPY 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 to be placed/painted on fascia: Front \_\_\_\_\_ Side 1 \_\_\_\_\_ Side 2 \_\_\_\_\_ Rear \_\_\_\_\_
  - C. Percentage of fascia area sign will cover: Front \_\_\_\_\_ Side 1 \_\_\_\_\_ Side 2 \_\_\_\_\_ Rear \_\_\_\_\_
8. **ADDITIONAL INFORMATION**
  - A. Setback from highway right-of-way \_\_\_\_\_
  - B. Is the sign illuminated \_\_\_Y \_\_\_N
  - C. Does the proposed sign conflict with any recorded land covenants \_\_\_Y \_\_\_N

**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:**

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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**

# SIGN PERMIT APPLICATION

## INSTRUCTION SHEET

- All sign reviews will be submitted using the online plan submittal process on [horrycounty.org](http://horrycounty.org). 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 and 3 business days for final hard copy review.

Please also include the following:

### **1. Freestanding Signs:**

- A. Applicant must provide two (2) scaled site plans showing the proposed location of the freestanding sign along with measurements from the front and side property lines.
- B. Applicant must provide two (2) copies of the sign rendering with all measurements.
- C. Signs above 32 sq ft or greater than 8 ft in height will require an engineered drawing in accordance with the 2015 International Building Code.

### **2. Wall Signs and/or Gas Canopy signs:**

- A. Applicant must provide two (2) copies of a scaled drawing of wall/canopy in which sign is to be attached and dimensions.
- B. Applicant must provide two (2) copies of a scaled drawing of the proposed wall/canopy sign and dimensions.
- C. Applicant must provide an attachment detail for the proposed wall/canopy sign.

**Any information sent via email in regards to any sign is intended to only be general in nature.**

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

