

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 submittals and revisions will be reviewed digitally.
- 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)
	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



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

HORRY COUNTY CODE ENFORCEMENT SIGN ROSTER CARD

OWNER NAME _____

PERMIT# _____

TRADE	CONTRACTOR	SC STATE LICENSE	BUSINESS LICENSE	PHONE #
GENERAL CONTRACTOR				
ELECTRICIAN				
OTHER				

SIGNATURE _____

DATE _____

PRINTED NAME

PHONE NUMBER

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