Important information regarding sign and awning permits

- A permit is required before work begins on any sign or awning
- All new signs/awnings or changes to an existing sign/awning requires the approval of the Community Appearance Board (CAB) before a permit can be issued
- A representative must attend the CAB meeting and present the sign/awning package
- A permit may be issued as soon as the day after CAB approval. CAB approvals expire after 6 months
- The repair of a damaged sign/awning requires a permit, but will not require the approval of CAB if the repaired sign/awning matches the previously approved design and material
- Sign and Awnings Zoning Ordinances can be found at https://www.cityofmyrtlebeach.com/departments/planning_and_zoning_department.php

Requirements for all new sign and awning permit applications

- Hard copy of completed Sign/Awning Permit Application. In addition to the hard copies, you may submit an electronic version to be used for the Community Appearance Board presentation
- Letter of approval from landlord/HOA if the property requires an approval
- Current photographs showing location of proposed sign(s) and/or awning(s) and the existing signs and awnings on the adjoining units or properties. (Old street view images may not be accepted if not current)
- See additional requirements below for each type of sign or awning

Freestanding Sign Requirements

- **Sign rendering** - Two copies showing proposed sign with measurements of all components (support structure, sign faces, changeable copy area, etc.). Rendering must be to scale and showing the exact finished color *(color samples may be required)*. The numerical address of the property at least 6 in. in height is required to be displayed on freestanding signs.
- **Site plan for new signs** - Two copies of the survey plat of the property or a site plan drawn to scale showing the exact location of the freestanding sign. Site plan must include:
  - Measurement (in feet) of location of the leading edge of the sign to the nearest property line
  - Property lines, Driveways, and Building(s) all drawn to scale
- **Measurement of sign height from grade** - The definition of Grade in relation to sign height is considered to be the uppermost surface below the sign or immediately adjacent to the support. Where the uppermost surface has been artificially raised for landscaping or other purposes, grade shall be measured from the level of the nearest city or state street curb
- **Description of type of sign** (ex. Channel letters, embossed face, pan face, vinyl graphics, etc.)
- **If using external lighting, a cut sheet and photometric plan will be required**
- **Footting detail for new signs** - showing the size of the footer and listing any structural components

Building Mounted Sign Requirements - Includes parallel, perpendicular, projecting, window signs, and signs on awnings

- **Sign rendering** - Two copies showing proposed sign(s) with measurements and location of where the sign(s) will be mounted. Rendering must be to scale and showing the exact finished color *(color samples may be required)*
- **Description of type of sign** (ex. Channel letters, embossed face, pan face, vinyl graphics, etc.)
- **If using external lighting, a cut sheet and photometric plan will be required**

Awning Requirements

- **Awning rendering** - Two copies showing proposed awning(s) with measurements *(width, height, and projection from the building)* and location of where the awning(s) will be mounted. Rendering must be to scale and showing the exact finished color *(fabric samples may be required)*
- **If signage will be applied to awning, please show the signage according to the building mounted sign requirements in addition to the awning**

For the Repair or Replacement of Signs or Awnings using the original CAB approved design

- **Sign rendering** - Two copies showing signs/awnings with measurements to show the repaired/replaced signs/awnings will match the original approved design.
- **Description of type of sign** (ex. Channel letters, embossed face, pan face, vinyl graphics, etc.)
- **Photographs of damage before being repaired**

---

**Mailing Address:** PO Box 2468, Myrtle Beach, SC 29578-2468 | **Physical Address:** 921 North Oak Street, Myrtle Beach, SC 29577

**Revised July 29, 2019**
# Project Information (All fields required)

- **Project Physical Address:**
- **Horry County TMS or PIN:**
- **DBA of Business:**
- **Type of Work:** (please check all that apply)
  - ☐ New Sign
  - ☐ New Awning
  - ☐ Repair of Sign
  - ☐ Repair of Awning
- **Name of Business Owner:**
- **Business Contact Phone #:**
- **Mailing Address of Business Owner:**
- **Business Contact Email:**
- **Name of Property Owner:** (If different than business owner)
- **Property Owner Contact Phone #:**
- **Mailing Address of Property Owner:** (If different than business owner)
- **Property Owner Contact Email:**

# Contractor's Information (All fields required)

- **Sign/Awning Contractor's DBA Name** (Write “Owner” if self-installing):
- **Name of Contact Person:**
- **City of Myrtle Beach Business License #:**
- **Contact Phone #:**
- **Sign Contractor’s Mailing Address:**
- **Contact Email Address:**
- **Total Value of Sign:**
- **Total Contract Value (Includes Cost of Sign and Labor):**

## Sign/Awning List (If installing an awning with signage, please list separately the measurements for the signage from the awning)

<table>
<thead>
<tr>
<th>#</th>
<th>Sign/Awning Location</th>
<th>Type of Sign/Awning</th>
<th>Sign/Awning Dimensions</th>
<th>Sign/Awning Location</th>
<th>Type of Sign/Awning</th>
<th>Sign/Awning Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Please make additional copies of this page if you have more than six signs/awnings*

# Certification

A permit becomes null and void if work or construction which is authorized is not commenced within six months of its issuance, or if work or construction is suspended or abandoned for a period of six consecutive months at any time after it is commenced. A permit does not grant any right or privilege to erect any structure or to use any premises herein described for any purpose or in any manner prohibited by the Zoning Ordinance of the City of Myrtle Beach.

---

**Signature of Owner or Authorized Agent:**

**Printed Name of Applicant:**

**Date:**

---

**For Official Use Only**

**Received By:**

**Date Received:**

**Zoning District:**

**CAB Approval Date:**

**Date Permit Issued:**

**Permit Number:**

---

**CAB Notes:**

---

**Mailing Address:** PO Box 2468, Myrtle Beach, SC 29578-2468

**Physical Address:** 921 North Oak Street, Myrtle Beach, SC 29577

**Revised July 29, 2019**
COMMUNITY APPEARANCE BOARD (CAB)
2020 SUBMITTAL & MEETING SCHEDULE

CAB IS HELD AT 1:30 PM ON THE FIRST AND THIRD THURSDAY OF EACH MONTH IN THE
CONFERENCE ROOM AT THE CITY SERVICES BUILDING AT
921 NORTH OAK STREET MYRTLE BEACH, SC 29577.

SUBMITTALS MUST BE COMPLETE AND RECEIVED BY THE 3:00 PM SUBMITTAL DEADLINE DATE.
REVISIONS TO PLANS, RENDERINGS, SAMPLES, AND USB DRIVES, MUST BE RECEIVED BY THE
4:00 PM REVISION DEADLINE DATE (MONDAY PRIOR TO CAB MEETING DATE). FOR PREVIOUSLY
HEARD PROJECTS, A NEW CAB APPLICATION AND RESUBMITTAL OF ALL REQUIRED ITEMS, MUST
BE RECEIVED BY THE 3:00 PM SUBMITTAL DEADLINE DATE.

<table>
<thead>
<tr>
<th>SUBMITTAL DEADLINE</th>
<th>REVISION DEADLINE</th>
<th>STAFF REVIEW</th>
<th>MEETING DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, 3:00 PM</td>
<td>Monday prior to CAB, 4:00 PM unless otherwise noted</td>
<td>Tuesday, 10:00 AM unless otherwise noted</td>
<td>Thursday at 1:30 PM unless otherwise noted</td>
</tr>
</tbody>
</table>

| JANUARY 6, 2020    | JANUARY 13        | JANUARY 14    | JANUARY 16    |
| FEBRUARY 10        | FEBRUARY 17       | FEBRUARY 18   | FEBRUARY 20   |
| FEBRUARY 24        | MARCH 2           | MARCH 3       | MARCH 5       |
| MARCH 9            | MARCH 16          | MARCH 17      | MARCH 19      |
| MARCH 23           | MARCH 30          | MARCH 31      | APRIL 2       |
| APRIL 6            | APRIL 13          | APRIL 14      | APRIL 16      |
| APRIL 27           | MAY 4             | MAY 5         | MAY 7         |
| MAY 11             | MAY 18            | MAY 19        | MAY 21        |
| MAY 25             | JUNE 1            | JUNE 2        | JUNE 4        |
| JUNE 8             | JUNE 15           | JUNE 16       | JUNE 18       |
| JULY 6             | JULY 13           | JULY 14       | JULY 16       |
| JULY 27            | AUGUST 3          | AUGUST 4      | AUGUST 6      |
| AUGUST 10          | AUGUST 17         | AUGUST 18     | AUGUST 20     |
| AUGUST 24          | AUGUST 31         | SEPTEMBER 1   | SEPTEMBER 3   |
| SEPTEMBER 8 *Tuesday| SEPTEMBER 14     | SEPTEMBER 15  | SEPTEMBER 17  |
| SEPTEMBER 21       | SEPTEMBER 28      | SEPTEMBER 29  | OCTOBER 1     |
| OCTOBER 5          | OCTOBER 12        | OCTOBER 13    | OCTOBER 15    |
| OCTOBER 26         | NOVEMBER 2        | NOVEMBER 3    | NOVEMBER 5    |
| NOVEMBER 9         | NOVEMBER 16       | NOVEMBER 17   | NOVEMBER 19   |
| NOVEMBER 23        | NOVEMBER 30       | DECEMBER 1    | DECEMBER 3    |
| DECEMBER 7         | DECEMBER 14       | DECEMBER 15   | DECEMBER 17   |

IN GENERAL: Meeting times are subject to change. Community Appearance Board meeting information and agendas
are available by visiting the Construction Services Department at 921 North Oak Street (City Services Building) or via the
Internet at www.cityofmyrtlebeach.com.

*Dates have been adjusted in accordance with the City of Myrtle Beach Holiday Schedule.