



## City of Myrtle Beach Sign/Awning Permit Process

- Completion of Sign/Awning Permit Application.
- All requirements of the application must be completed and submitted by the required deadline (see attached CAB Submittal Schedule). Any revisions to plans, color rendering or samples, need to be submitted by 4:00pm on the Monday prior to the CAB meeting date.
- A representative should be present at the Community Appearance Board Meeting.
- Applicants may pick up and pay for approved sign permits on Friday following the Thursday CAB meeting. Please arrange pick up of the permit through Audie at the number below.
- CAB final approval is **not** a permit. You must pick up your permit before work can begin. CAB final approval expires after six months.
- This process must be adhered to before any sign/awning can be erected, replaced, changed, or altered in the City of Myrtle Beach.

If you have any additional questions or concerns, please contact Audie Smith  
at the phone number or email below:

Audie W. Smith  
Code Inspector  
Zoning Division  
Construction Services Department  
843-918-1181  
[asmith@cityofmyrtlebeach.com](mailto:asmith@cityofmyrtlebeach.com)



## CITY OF MYRTLE BEACH CONSTRUCTION SERVICES SIGN/AWNING PERMIT APPLICATION

Job Site		Zoning District	Flood Zone
Physical Address		TMS#	
Owner of Property	Mailing Address		Phone
Lessee/Business Name	Mailing Address		Phone
Contractor	Mailing Address		Phone
Type of Work: (please check one) <input type="checkbox"/> Sign <input type="checkbox"/> Awning			
Description of Work			
		Dimensions	Illumination
Height Above Grade		Sq Footage	Type of Illumines
Total Valuation		Plan Review Fee	Permit Fee
Date Received	CAB Approval Date	Date Issued	Permit #
<p><b>In order for a final review submission to be accepted by Construction Services, the following items MUST be included with the submission:</b></p> <ol style="list-style-type: none"> <li>1. One "sealed" survey plat of the property. The survey plat must have been made within six months of the application date. (Note: Survey plat not required building mounted signs or sign face changes.)</li> <li>2. Two site plans, drawn to scale indicating sign/awning locations as well as all existing improvements on the property. For freestanding signs, a landscape plan showing the exact location and plant species shall be included on the site plan. (Note: Site plan not required for building mounted signs.)</li> <li>3. Two drawings of the proposed sign/awning including all lettering and graphics drawn to scale. Colors of the proposed sign/awning and color samples/swatches shall also be furnished. Any proposed illumination techniques shall be indicated on the drawing.</li> <li>4. A series of current color photographs (e-mails not acceptable) of the site and the adjoining properties, including the area of the sign/awning location and building elevations. Also, photographs of existing signs on site with dimensions and height of any freestanding sign.</li> <li>5. The correct property address MUST be reflected on any proposed freestanding sign (6" minimum height).</li> <li>6. Property owner's or authorized agent's authorization for installation.</li> </ol>			
Signature of Owner or Authorized Agent		Printed Name	Phone      Fax
Company		Email Address	

*This 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 6 consecutive months at any time after it is commenced. This 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*



**COMMUNITY APPEARANCE BOARD (CAB)  
2018 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, 921 NORTH OAK STREET, MYRTLE BEACH, SC 29577.**

**SUBMITTALS MUST BE COMPLETE AND RECEIVED BY 3:00 PM ON THE DEADLINE DATE. REVISIONS TO PLANS, RENDERINGS, SAMPLES, USB DRIVES, MUST BE RECEIVED BY 4:00 PM ON THE MONDAY PRIOR TO THE CAB MEETING DATE.**

<b>SUBMITTAL DEADLINE</b> <b>Monday, 3:00 P.M.</b> <i>unless otherwise noted</i>	<b>REVISION DEADLINE</b> <b>Monday prior to CAB,</b> <b>4:00 P.M.</b> <i>unless otherwise noted</i>	<b>STAFF REVIEW</b> <b>Tuesday, 10:00 A.M.</b> <i>unless otherwise noted</i>	<b>MEETING DATE</b> <b>Thursday at 1:30 P.M.</b> <i>unless otherwise noted</i>
DECEMBER 22, 2017 *Friday	JANUARY 2 *Tuesday	JANUARY 2	<b>JANUARY 4</b>
JANUARY 8	JANUARY 16 *Tuesday	JANUARY 16	<b>JANUARY 18</b>
JANUARY 22	JANUARY 29	JANUARY 30	<b>FEBRUARY 1</b>
FEBRUARY 5	FEBRUARY 12	FEBRUARY 13	<b>FEBRUARY 15</b>
FEBRUARY 19	FEBRUARY 26	FEBRUARY 27	<b>MARCH 1</b>
MARCH 5	MARCH 12	MARCH 13	<b>MARCH 15</b>
MARCH 26	APRIL 2	APRIL 3	<b>APRIL 5</b>
APRIL 9	APRIL 16	APRIL 17	<b>APRIL 19</b>
APRIL 23	APRIL 30	MAY 1	<b>MAY 3</b>
MAY 7	MAY 14	MAY 15	<b>MAY 17</b>
MAY 28	JUNE 4	JUNE 5	<b>JUNE 7</b>
JUNE 11	JUNE 18	JUNE 19	<b>JUNE 21</b>
JULY 9	JULY 16	JULY 17	<b>JULY 19</b>
JULY 23	JULY 30	JULY 31	<b>AUGUST 2</b>
AUGUST 6	AUGUST 13	AUGUST 14	<b>AUGUST 16</b>
AUGUST 27	SEPTEMBER 4 *Tuesday	SEPTEMBER 4	<b>SEPTEMBER 6</b>
SEPTEMBER 10	SEPTEMBER 17	SEPTEMBER 18	<b>SEPTEMBER 20</b>
SEPTEMBER 24	OCTOBER 1	OCTOBER 2	<b>OCTOBER 4</b>
OCTOBER 8	OCTOBER 15	OCTOBER 16	<b>OCTOBER 18</b>
OCTOBER 22	OCTOBER 29	OCTOBER 30	<b>NOVEMBER 1</b>
NOVEMBER 5	NOVEMBER 13 *Tuesday	NOVEMBER 13	<b>NOVEMBER 15</b>
NOVEMBER 26	DECEMBER 3	DECEMBER 4	<b>DECEMBER 6</b>

**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](http://www.cityofmyrtlebeach.com).
- Dates have been adjusted in accordance with the **City of Myrtle Beach Holiday Schedule**.