



Awning Permit Application

City of Myrtle Beach, South Carolina
Zoning Division

City of Myrtle Beach Contact: Matthew Brooks
Chief Code Enforcement Officer
Office Phone: 843-918-1166
Email: mbrooks@cityofmyrtlebeach.com
www.cityofmyrtlebeach.com

Important information regarding all awning permit applications

- A permit is required **before** work begins on any awning
- A permit is required for the repair of a damaged awning
- All **new** awnings or **changes** to an existing awning will require the approval of the **Community Appearance Board (CAB)** before a permit can be issued
- A representative of the business or contractor must attend the CAB meeting
- An awning permit may be issued after receiving CAB approval
- CAB approval expires six months from the approval date
- Please review the City of Myrtle Beach Zoning Code of Ordinances, which can be found at: https://www.cityofmyrtlebeach.com/departments/planning_and_zoning_department.php
- This permit application is for fabric awnings only.
 - Any awning constructed of metal will require a Building permit issued by the Construction Services Department. Contact Construction Services at 843-918-1111 for more information on a Building permit application

Awning Permit Requirements

- Copy of completed** Awning Permit Application submitted by applicable deadline
 - If sending an application via email, it is only considered to be received if you receive a confirmation email or phone call acknowledging receipt of application
- Rendering drawn to scale showing all new awnings on a current picture of the building
- Signs applied to awning(s) will require a separate sign permit. Please see the Sign Permit Application for more details on the requirements for the signage
- Fabric sample showing the type of material and color
- Additional information on the attachment of the awning to the building may be required

For the Repair or Replacement of an Existing Awning(s) Using the Original CAB Approved Design

- Awning rendering**- Showing awnings with measurements to show the repaired/replaced awning will match the original approved design.
- Photographs of damage before being repaired**



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Project Information (All fields required)

Project Physical Address:		Horry County TMS or PIN:
DBA of Business:	Type of Work: (please check all that apply) <input type="checkbox"/> New awning <input type="checkbox"/> Repair of awning (No changes to appearance)	
Name of Business Owner or Local Contact Person for Business:		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 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 Awning:	Total Contract Value (Includes Cost of Sign and Labor):	

Awning List (If installing signage on the awning, please complete a separate sign permit application in addition to an awning permit app)

#	Type of awning material (Include Brand name and item # if applicable)	Color of awning (Please provide material sample)	Overall Awning Dimensions *Include height of lowest part of awning from the ground directly below the awning	Illumination (Internal, External, None)
1				
2				
3				
4				

Brief description of overall work:	

*Please make additional copies of this page if you have more than four awnings

Certification- All required information above is complete and accurate to the best of your knowledge

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:					