



# Sign Permit Application

City of Myrtle Beach, South Carolina

Application submitted to: *City of Myrtle Beach*  
Submit Application Via Email: [signpermits@cityofmyrtlebeach.com](mailto:signpermits@cityofmyrtlebeach.com)

Questions Regarding Sign Regulations:  
Zoning Division 843-918-1050

## PLEASE READ OVER ALL INSTRUCTIONS AND REQUIREMENTS BELOW

### Important information regarding all sign permits

- A permit is required **before** work begins on any sign including repairs to damaged signs
- All **new** signs or **changes** to the appearance of an existing sign 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
- Contractors **must have** a current City of Myrtle Beach Business License
- CAB approval expire six months from the approval date. Permits expire six months after the issued date
- Please review the City of Myrtle Beach Sign section of the Zoning Code of Ordinances, which can be found on the Planning and Zoning Department page at [www.cityofmyrtlebeach.com](http://www.cityofmyrtlebeach.com).
- **Sign permit applications must be submitted digitally to the City of Myrtle Beach by email to [signpermits@cityofmyrtlebeach.com](mailto:signpermits@cityofmyrtlebeach.com)**
- **Questions regarding sign regulations, please contact the Zoning Division at 843-918-1050**

### Requirements for all new sign permit applications

- Copy of completed sign permit application, Community Appearance Board application and all required documents**
  - 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
- Detailed dimensional drawings including all components and measurements of the sign(s). Renderings of the signs need to be drawn to scale. Material and color samples may be requested prior to CAB review
- Description of type of sign (e.g. channel letters, embossed face, pan face, vinyl graphics, etc.)
- Letter of approval from Landlord/HOA when applicable
- List and provide pictures of all existing signs located on the property. Indicate which signs will be removed and which existing signs will remain
- Application Must Meet All Design Standards and Zoning Code Regulations-** Please review Zoning code Article 8, Sign Regulations for the design standards of all signs and the requirements for each zoning district. Please contact the Zoning Department if your location is within a Planned Unit Development (PUD)

### Requirements for all freestanding signs

- Sign rendering showing all sides of freestanding sign
- Detail of freestanding sign footing
- Numerical address of the property- At least 6 inches in height is required to be displayed on all freestanding signs are required by code (See section 803.K.4)
- Site plan for new signs- Copy of the site map of the property drawn to scale showing the exact location of the freestanding sign. Staff will reserve the option to require a stamped survey. Site plan must include:
  - Measurement (in feet) of location of the leading edge of the sign to the nearest property line or road
  - Property lines, Driveways and Building(s) all drawn to scale
- Measurement of sign height from grade- Please see Section 803.C of the Zoning Code of Ordinances on how the height from grade is determined
- Landscaping plan meeting the design requirements of 803.K.3
- If using external lighting, a cut sheet and photometric plan may be required

### Requirements for all building mounted signs- *Includes parallel, perpendicular, projecting, window signs, and signs on awnings*

- Sign rendering- Showing measurements and location of where the sign(s) will be installed on the building. Rendering must be to scale. Color and material samples may be required
- Provide a list and pictures of all building signs that will be removed and will remain after install
- Detail of how building mounted sign will be attached
- If using external lighting, a cut sheet and photometric plan will be required
- Signs applied to awnings will have the same requirements as other building mounted signs

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

- Sign rendering- Showing signs with measurements to show the repaired/replaced signs will match the original approved design. Changes in the appearance will require CAB review and approval
- Photographs of damage before being repaired



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**Project Information** (All fields required)

Project Physical Address:		Horry County PIN:
Name of Business:	Type of Work: (please check all that apply) <input type="checkbox"/> New Sign <input type="checkbox"/> Repair of Sign (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 or Property Contact: (If different than business owner)		Property Owner Contact Phone #:

**Contractor's Information** (All fields required)

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

**Sign List** (Please complete the included sign detail page and attach it to this application)

	<u>Sign Location</u> (e.g. Building Mounted, Freestanding, etc.)	<u>Type of Sign</u> (e.g. Channel Letters push-through acrylic, etc.)	<u>Overall Sign Dimensions</u> *Include height from grade if freestanding *Give detailed dimensions on rendering	<u>Sign Area</u> Sq. Ft.	<u>Illumination</u> (Internal, External, None)
1					
2					
3					
4					

<b>Brief description of overall work:</b>	

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

**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 \_\_\_\_\_ Date \_\_\_\_\_

**For Official Use Only**

Received By:	Date Received:	Zoning District:	CAB Approval Date:	Date Permit Issued:	Permit Number:
CAB Notes:					





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**Sign Details** (Please correspond the sign details below with the sign list on the main application page)

**Sign #3:**

Sign installation location (Check one):  Building Mounted  
 Window Signage  
 Freestanding (Finished height from grade \_\_\_\_\_ )

Total square footage of sign (As calculated per section 803.A of the Zoning Code of Ordinances): \_\_\_\_\_

Overall dimensions of sign (Provide detailed dimensions on the rendering): \_\_\_\_\_

Describe the type of sign and materials (Examples: Aluminum channel letters with acrylic faces, pan and embossed acrylic, sandblasted HDU, etc.):

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Type of sign illumination (Provide spec/cut sheets for all external lighting sources):

Internal illumination  External illumination  No illumination

**Sign #4:**

Sign installation location (Check one):  Building Mounted  
 Window Signage  
 Freestanding (Finished height from grade \_\_\_\_\_ )

Total square footage of sign (As calculated per section 803.A of the Zoning Code of Ordinances): \_\_\_\_\_

Overall dimensions of sign (Provide detailed dimensions on the rendering): \_\_\_\_\_

Describe the type of sign and materials (Examples: Aluminum channel letters with acrylic faces, pan and embossed acrylic, sandblasted HDU, etc.):

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Type of sign illumination (Provide spec/cut sheets for all external lighting sources):

Internal illumination  External illumination  No illumination

*\*Make additional copies if requesting more than four signs*