



SIGN PERMIT APPLICATION

Community and Economic Development Department
1911 Boundary Street, Beaufort, South Carolina, 29902
p. (843) 322-7965 / f. (843) 986-5606 / permits@cityofbeaufort.org / www.cityofbeaufort.org

OFFICE USE ONLY: Date Filed: _____ Application #: _____ Permit Fee: _____
Zoning: _____

Pursuant to Section 6-29-1145 of the South Carolina Code of Laws, is this tract or parcel restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity described in this application? Yes No

The owner of the property is aware of and has authorized the proposed work as described in this application. Yes No

Applicant, Property, and Project Information

Total Sign Project Cost: _____

Applicant/Contractor Name: _____ Hiring subcontractors? YES NO

Applicant E-mail: _____ Applicant Phone Number: _____

Applicant Title: Contractor Tenant Architect Engineer Developer

Property Owner: _____

Property Address: _____ Historic District? YES NO

Required Application Information

SUBMISSION REQUIREMENTS:

- Submit two (2) copies of COMPLETE sign application packet. One set will be returned to applicant with permit
- Include drawing/rendering of sign(s) showing ALL dimensions, colors, and materials of sign and base/support
- Building elevations or color photo showing building and location where sign is to be placed (for attached signs)
- Site plan (to scale) with location of freestanding signs in relation to building, existing signs and property lines
- Name of Electrician, if sign is to be illuminated.

ADDITIONAL REQUIREMENTS: *Applicant's Signature below indicates acquiescence to the following regulations:*

- One square foot of landscaping per square footage of sign is required at base of all freestanding signs
- The background of illuminated signs shall be **OPAQUE**

APPROVED (OFFICE USE ONLY):

Applicant Signature: _____ Date: _____

Property Owner's Signature (if a multi-tenant building): _____



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TYPE OF SIGNAGE: (check all that apply)

- FREESTANDING**
 ATTACHED
 SPECIAL (i.e. Tenant Directory, Directional, Service Station, Menu)
 TEMPORARY (i.e. Construction Sign, Banner, Grand Opening, etc.)
 MASTER SIGN PLAN (for multi-tenant buildings)

FREESTANDING SIGNS: **Linear Frontage of Property:** _____

<u>Monument / Pole</u>	Sign Area & Dimensions (<i>per side</i>)	Base Area & Material or Pole Material	Total Height above grade	Distance from ROW	Illumination? <i>Yes or No If Yes, Internal or External</i>
Sign 1					
Sign 2 (if applicable)					

<u>Post & Arm</u>	Sign Area & Dimensions (<i>per side</i>)	Post/Arm Material	Total Height above grade	Distance from ROW
Sign 1				
Sign 2 (if applicable)				

<u>Sandwich Board / Easel</u>	Sign Area & Dimensions (<i>per side</i>)	Frame Material	Total Height above grade	Distance from ROW
Sign 1				
Sign 2 (if applicable)				

ATTACHED SIGNS: **Linear Frontage of Building/Tenant Space:** _____

<u>Wall</u>	Sign Area & Dimensions	Material	Illumination? <i>Yes or No; If Yes, Internally or Externally</i>
Sign 1			
Sign 2 (if applicable)			

<u>Canopy/Awning</u>	Letter Height (<i>9" max</i>)	Material	Clearance above sidewalk (<i>8' min.</i>)
Sign 1			
Sign 2 (if applicable)			



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ATTACHED SIGNS *(continued)*: **Linear Frontage of Building/Tenant Space:** _____

<u>Window/Door</u>	Sign Area & Dimensions	Material (<i>vinyl/plastic prohibited</i>)	% of Window/Door coverage
Sign 1			
Sign 2 (if applicable)			

<u>Projecting/Suspend</u>	Sign Area & Dimensions	Material	Clearance above sidewalk (<i>8' min.</i>)
Sign 1			
Sign 2 (if applicable)			

<u>Marquee</u>	Sign Area & Dimensions	Material	Illumination? <i>Yes or No; If Yes, Internally or Externally</i>
Sign 1			

OTHER PERMANENT SIGNS:

<u>Tenant Directory</u>	Sign Area & Dimensions	Pole Material	Illumination? <i>Yes or No; If Yes, External is required</i>
Sign 1			
Sign 2 (if applicable)			

<u>Directional</u>	Sign Area & Dimensions	Material	Illumination? <i>Yes or No; If Yes, Internally or Externally</i>
Sign 1			
Sign 2 (if applicable)			

<u>Service Station</u> <i>(pump areas)</i>	Pump Island Sign Area/Dimensions	Pump Sign Area/Dimensions
Sign 1		
Sign 2 (if applicable)		

<u>Menu Board</u> <i>(pump areas)</i>	Menu Board Area & Dimensions	Pre-Order Board Area & Dimensions
Drive Thru 1		



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TEMPORARY SIGNS:

Construction	Sign Area & Dimensions (32 SF max.)	Pole Material	Illumination? <i>Yes or No; If Yes, External is required</i>
Sign			

Banner	Sign Area & Dimensions (32 SF max.)	Location <i>(must be secured to a building on all 4 corners)</i>
Banner 1		
Banner 2 (if applicable)		

Grand Opening	Sign Type (banner, sandwich board, etc.)	Location	Duration
Type 1			
Type 2			
Type 3			
Type 4 (add more below if needed)			

Describe the Grand Opening signage plan in detail, including dates and duration of the display	
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