



# CITY OF BEAUFORT SIGN APPLICATION

Please TYPE or PRINT legibly



Date Submitted: \_\_\_\_\_

Application No: \_\_\_\_\_

Total Cost of Project: \_\_\_\_\_

Application Fee: \_\_\_\_\_

Business Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Fax Number: \_\_\_\_\_

Shopping Center or  
Office Complex Name: \_\_\_\_\_  
(if applicable)

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Sign Contractor Name: \_\_\_\_\_ City Business License No.: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

\_\_\_\_\_  
Property Owner's Signature (for sign approval)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Dept. of Planning and Developmental Services**  
302 Carteret St  
P.O. Drawer 1167 (29901)  
Beaufort, SC 29902  
(843) 525-7040 Fax: (843) 986-5606  
e-mail: [mmcteer@cityofbeaufort.org](mailto:mmcteer@cityofbeaufort.org)  
website: [www.cityofbeaufort.org](http://www.cityofbeaufort.org)

**APPROVED BY:**

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

**CATEGORY:** (Please indicate all signs to be located on property)

**MASTER SIGN PLAN:** (Please list sign information below)

**FREESTANDING SIGNS:** **1<sup>st</sup> Sign / 2<sup>nd</sup> Sign**

- Qty. Linear Frontage of Property: \_\_\_\_\_
- ( ) Pole/post..... Height: \_\_\_\_\_/\_\_\_\_\_
- Total square footage per side of each sign face: \_\_\_\_\_/\_\_\_\_\_
- ( ) Monument..... Height: \_\_\_\_\_/\_\_\_\_\_
- Total square footage per side of base: \_\_\_\_\_/\_\_\_\_\_
- ( ) Reader Board..... Total square footage of reader board per side: \_\_\_\_\_/\_\_\_\_\_
- Total number of lines: \_\_\_\_\_/\_\_\_\_\_
- Height of letters (in inches): \_\_\_\_\_/\_\_\_\_\_
- Illuminated ( ) Yes ( ) No If yes,  Internally  Externally
- Background color: \_\_\_\_\_ (opaque background is MANDATORY)
- Distance from right-of-way (ROW/Property Line) \_\_\_\_\_ ft.
- Landscaping requirement: *One sq. ft. of landscaping per square footage of sign is required at base of all freestanding signs.*

**ATTACHED SIGNS:** **1<sup>st</sup> Sign / 2<sup>nd</sup> Sign**

- Qty. Wall..... Linear Frontage of building or tenant space: \_\_\_\_\_
- Provide list noting size of each wall sign: \_\_\_\_\_/\_\_\_\_\_
- ( ) Projecting..... Total square footage per side: \_\_\_\_\_/\_\_\_\_\_
- Height: \_\_\_\_\_/\_\_\_\_\_
- ( ) Suspended..... Total square footage per side: \_\_\_\_\_/\_\_\_\_\_
- Height: \_\_\_\_\_/\_\_\_\_\_
- ( ) Awning ..... Provide diagram showing location of message on awning
- ( ) Permanent Window Sign Provide diagram showing location (list square footage)
- Illuminated ( ) Yes ( ) No If yes,  Internally  Externally  Neon
- Background color: \_\_\_\_\_ (opaque background is MANDATORY)

**CONTINUED**

- SPECIAL SIGNS:** **1<sup>st</sup> Sign / 2<sup>nd</sup> Sign**
- Qty: ( ) Directional Sign..... Size: \_\_\_\_\_ Height: \_\_\_\_\_/\_\_\_\_\_   
 (Max. size = 2.5 ft. high and 2 sq. ft. per side)
- ( ) Directory Sign..... Size: \_\_\_\_\_ Height: \_\_\_\_\_/\_\_\_\_\_
- ( ) Menu Board..... Size: \_\_\_\_\_ Height: \_\_\_\_\_/\_\_\_\_\_
- ( ) A-Frame Sign/..... Size: \_\_\_\_\_ Height: \_\_\_\_\_/\_\_\_\_\_   
 Sandwich Board   
 (Max. size = 3.5 ft. high and 8 sq. ft. per side - cannot be placed in right-of-way)
- ( ) Easel..... Size: \_\_\_\_\_ Height: \_\_\_\_\_/\_\_\_\_\_   
 (Max. size = 6 ft. high and sign board 3.5 sq. ft. - cannot be placed in right-of-way)
- Illuminated ( ) Yes ( ) No If yes,  Internally  Externally
- Background color: \_\_\_\_\_ (opaque background is MANDATORY)
- Distance from right-of-way (ROW/Property Line) \_\_\_\_\_ ft.

- OTHER SIGNS:** **1<sup>st</sup> Sign / 2<sup>nd</sup> Sign**
- Qty: ( ) Temporary..... Size: \_\_\_\_\_ Height: \_\_\_\_\_/\_\_\_\_\_

**APPLICATION REQUIREMENTS:**

- Two (2) copies of the **complete** sign application packet including drawing of sign (be sure to show all dimensions, including lettering size and pole or arm to be mounted on, if applicable). Specify materials. (One set will be returned to applicant w/permit)
- Color chips of all colors to be used on sign.
- Building elevations or color photograph showing building and location where sign is to be placed (for attached signs)
- Site plan (to scale) with location of all signs in relation to building, existing signs, and property lines.
- It is suggested that the sign is properly designed for dead load and wind pressure in any direction as required by the International Code **if the sign is over 15 square feet in area.**
- A Signed Electrician's Affidavit is required if sign is to be illuminated. On **ALL** illuminated signs the background is required to be **opaque.**

**NOTE:** All contractors are required to possess a City of Beaufort Business License (This includes Sign Contractor and Electrician).