



# SIGN PERMIT APPLICATION

Community Development Department  
1911 Boundary Street, Beaufort, South Carolina, 29902  
p. (843) 525-7049 / f. (843) 986-5606 / [permits@cityofbeaufort.org](mailto:permits@cityofbeaufort.org) / [www.cityofbeaufort.org](http://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

## SUBMISSION REQUIREMENTS:

- 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).
- One square foot of landscaping per square footage of sign is required at base of all monument signs – provide a Landscaping Plan.
- 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. If not included with this permit, a separate permit may be required.

Note: The background of illuminated signs shall be OPAQUE.

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</i> <i>If Yes, Internal or External</i>
Sign 1					
Sign 2 (if applicable)					

<u>Post &amp; 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)			



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

**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 (8' min.)
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)			



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<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		

## TEMPORARY SIGNS:

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

<u>Banner</u>	Sign Area & Dimensions (30 SF max.)	Location <i>(must be secured to a building on all 4 corners)</i>
Banner 1		
Banner 2 (if applicable)		

<u>Grand Opening</u>	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			

See Section 6 for complete information about signs | updated Aug. 29, 2022|

This form is also available online at [www.cityofbeaufort.org](http://www.cityofbeaufort.org)