



# 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:**

- A scaled drawing, including dimensions & materials, of the sign.
- (ATTACHED SIGNS)** A scaled drawing, including dimensions, of the building or structure with the proposed sign.
- (FREESTANDING SIGNS)** A scaled site plan of the property with the location of the sign in relation to the building and property lines.

**ADDITIONAL REQUIREMENTS:**

- (MONUMENT SIGNS)** A landscaping plan showing 1 sqft of landscaping per sqft of sign.
- (ILLUMINATED SIGNS)** Name of Electrician if new wiring/connections are required.
  - **NOTE:** The background of illuminated signs shall be OPAQUE.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Signature (if multi-tenant building): \_\_\_\_\_



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### TYPE OF SIGNAGE:

- NON-MASTER SIGN PLAN (i.e. Freestanding, Attached, Temporary, etc.)
- MASTER SIGN PLAN (for multi-tenant buildings)

### FREESTANDING:

- Monument/Pole
- Post & Arm
- Sandwich Board/Easel

### ATTACHED:

- Wall
- Canopy/Awning
- Window/Door
- Projecting/Suspend
- Marquee

### OTHER PERMANENT SIGNS:

- Tenant Directory
- Directional
- Service Station
- Menu Board

### TEMPORARY SIGNS:

- Construction
- Banner
- Grand Opening

Linear Frontage of Property: \_\_\_\_\_

	Sign Area & Dimensions	Sign Materials	Sign Type	Additional Comments	Illumination (Y/N)
Sign 1					
Sign 2 (if applicable)					
Sign 3 (if applicable)					
Sign 4 (if applicable)					