



COUNTY COUNCIL OF BEAUFORT COUNTY

Beaufort County Planning & Zoning

Beaufort County Robert Smalls Complex
Administration Building, 100 Ribaut Road, Room 115
Post Office Drawer 1228, Beaufort SC 29901-1228
Phone: (843) 255-2171 • FAX: (843) 255-9446

Official Use Only
Zoning: _____
App# _____

BEAUFORT COUNTY SIGN APPLICATION

- 1. Application is hereby made to () erect, () alter, () repair, () move a sign at _____
2. Development/Zoning Permit # _____ Beaufort County Business License # _____
3. APPLICANT: _____ Address _____ Phone # _____
4. SIGN OWNER: _____ Address _____ Phone # _____
5. PROPERTY OWNER: _____ Address _____ Phone # _____
Note: Written Consent of the Property Owner Must Be Attached Unless the Sign Owner is Also the Property Owner
6. DISTRICT _____ MAP _____ PARCEL _____ 7. EMAIL ADDRESS: _____
8. TYPE SIGN: Freestanding/Monument Sign _____ Projection _____ Wall _____ TOTAL SIGNS REQUESTED _____
9. TEMPORARY SIGN: () Yes () No If yes, date(s) being requested: _____ (Note: See Division 5.6.60)
10. On Premise _____ Off Premise _____ 11. Are you replacing an existing sign? YES _____ NO _____
12. Illuminated () Yes () No. If yes, Type of illumination _____ **Note: Internally Illuminated Signs Are Prohibited in Beaufort County**
13. MATERIAL: Face _____ Frame _____ Support _____
14. SIZE: Height: _____ Width: _____ SQ. FT.: Total Area of Sign _____ () Single Face () Double Face
15. NAME ON SIGN: _____ 16. SIGN VALUE _____
17. Are there any other signs on this property, if so indicate type, size and location. _____
18. Do you plan to include this sign in your Business Inventory? YES _____ NO _____ (If no, you will be taxed separately for this sign).

"Within thirty (30) days of the filing of a completed sign permit application, the Community Development Director or designee shall issue Preliminary Approval unless the application is deemed deficient under one or more of the subsections of Beaufort County Community Development Code ("CDC") Division 7.2.40.C.4. Preliminary Approval shall automatically expire if the sign installation it authorizes is not commenced within six (6) months after its issuance, unless an extension period is authorized under CDC Division 7.4.130. Before Preliminary Approval expires, the applicant must request an inspection from the Codes Enforcement Officer as prescribed in Division 7.2.40.C.5. The Community Development Director or designee shall issue a Sign Permit to the applicant within five (5) business days of the inspection unless the sign work is incomplete or the sign as completed fails to comply with the Development Code or the permittee's building permit."

I hereby agree that if this application is approved and a sign permit issued, that I will comply with all requirements of the Sign Ordinance and Building Codes requirements for Beaufort County, South Carolina pertaining to signs. I further agree, that I will not erect any other signs on this property unless properly permitted by Beaufort County.

SIGNATURE: _____ DATE: _____
SIGN OWNER OR AUTHORIZED AGENT

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FOR OFFICIAL USE ONLY

Design Review Board Approval _____ Date _____
Preliminary approval _____ Date _____
Inspection approval _____ Date _____
Final Approval _____ Date _____ Permit Number _____
Conditions of Approval _____
Disapproved by _____ Date _____
Date Received: _____ Application Fee: _____

THIS SECTION IS TO BE SIGNED OFF BY THE BUSINESS LICENSE DEPARTMENT

Sign Manufacturer
Name of Sign Company: _____
Beaufort County Business License Number: _____

Business License Approval: _____ Date: _____

Sign Installer (If different from Sign Manufacturer)
Name of Sign Company: _____
Beaufort County Business License Number: _____

Business License Approval: _____ Date: _____

Business Information
Name of Business: _____
Beaufort County Business License Number: _____

Business License Approval: _____ Date: _____

 ***Please note that the Beaufort County Business License Department must sign off on this excerpt prior to applicant submitting the Sign Permit Application to the Community Development Department.***



APPLICATION REQUIREMENTS FOR ALL SIGNS (SEE DIVISION 7.2.40)

- ❑ A FULLY COMPLETED AND SIGNED APPLICATION FORM. INCLUDE THE PHYSICAL 911 ADDRESS OF THE BUSINESS LOCATION.
- ❑ ACCURATE SIGN RENDERING / DRAWING OF THE SIGN, SHOWING ALL DIMENSIONS.
- ❑ WALL SIGNS - A PHOTOGRAPH OF THE STORE FRONT ALONG WITH THE DIMENSION OF THE SIGNABLE AREA .
- ❑ A SITE PLAN OF THE PROPERTY, SHOWING THE LOCATION OF PROPOSED & EXISTING SIGNS.
- ❑ ACCURATE COLOR CHIPS OR PANTONE MATCHING SYSTEM (PMS) NUMBERS INCLUDED ON THE SIGN RENDERING.
- ❑ LIGHTING PLAN SHOWING PROPOSED LIGHTING. LIGHTING SHALL BE CUTOFF FIXTURE.
- ❑ APPLICATION FEE OF **\$50.00 PER SIGN**, CHECKS MADE PAYABLE TO BEAUFORT COUNTY TREASURER.
- ❑ ONCE APPROVAL IS GRANTED, AND UPON COMPLETION OF THE SIGN INSTALLATION, APPLICANT MUST CONTACT THE CODES ENFORCEMENT OFFICER AT 843.255.2066 TO SCHEDULE AN INSPECTION.

Note: Before any sign is erected, Staff shall review the plans and within thirty (30) days make a determination whether the sign meets the requirements. If it does, preliminary sign approval will be granted. If it does not, the person requesting the sign permit shall be notified in writing as to the deficiencies.

Appeal of any decision shall be made to the Zoning Board of Appeals within 30 days of notice of disapproval.