



## Town of Surfside Beach Sign Permit Application

### Instructions for Sign Permit Application

All signs erected, replaced or refaced within the town require a Sign Permit and must be obtained prior to beginning any work. Sign information and requirements can be found in Chapter 17 Article VI of the Town's Code of Ordinances. This can be viewed on line at [www.surfsidebeach.org](http://www.surfsidebeach.org).

Applicants **must** have all required information in order to have the sign application reviewed. **Incomplete applications will NOT be processed.** The following information must be submitted:

- Completed application, with all required signatures.
- Two (2) scaled elevation drawings (plans) and sign renderings for proposed signage showing height, total square footage of sign(s), type of sign(s), color and material of sign.
- Wall Signs:** Two (2) scaled elevation drawings with wall signs superimposed on building showing height, total square footage of sign(s), color, material and linear footage of unit or building in which the sign is being located.
- Two (2) copies of surveys of the property showing dimensions of lot, location and dimensions of building, parking areas, driveways, landscaped areas, and the location of existing and proposed sign(s).
- Setbacks drawn for freestanding sign (if applicable)
- If the sign(s) will be illuminated, an electrical and lighting plan.
- Two (2) sets of structural engineered sealed drawings and engineered sealed drawings with wind load information for all new freestanding signs.

At the time of submittal of the sign application, the applicant shall pay the required application/review fee in an amount as set by ordinance by town council (#13-0764).

The Planning, Building and Zoning Department issues/receives permit applications Monday – Friday from 8:00am – 1:00pm, except Holidays. The department is located at 829 N. Pine Drive, Surfside Beach, SC 29575.

Any person whose sign permit application has been denied or who is aggrieved by any sign-related decision by the code enforcement official may appeal that decision to the board of zoning appeals within fifteen (15) calendar days of notification of the denial or other sign-related decision. Appeals to the board are to follow the procedure as provided in Chapter 17 Article II of the Town's Code of Ordinances.

I certify that all information provided is true and correct and all work performed under this sign permit shall conform to all plans, and specifications herewith submitted and shall conform to the Town's Zoning and Building Codes and all the laws and ordinances pertaining thereto.

I understand, agree and acknowledge by signing below that the issuance of this permit grants the Enforcement Official(s) access during normal business hours to the property as listed above and it does not constitute a privilege to violate any Town ordinances, codes or regulations and that any omission or misrepresentation of facts or changes from this application or permit without the approval of the Building & Zoning Department shall constitute sufficient grounds for revocation of any permits issued. **All permits are non-transferable and non-refundable.**

I further understand the process for obtaining a building permit may take up to 2 weeks. **IF** plans require revisions to be made, I understand the re-review process can take up to another 2 weeks to be approved.

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Contractor/ Responsible Party

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Date submitted

# TOWN OF SURFSIDE BEACH PROHIBITED SIGNS

**EXAMPLES OF SIGNS THAT ARE**



**No  
Balloons**

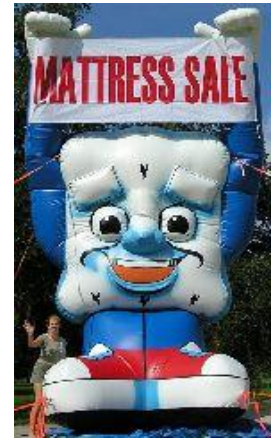


**No  
Flags**

**MOST COMMON  
PROHIBITED!**



**No  
Pennants**



**No  
Inflatables**



**No Signs on Vehicles parked visible  
from the street**



**No  
Beacons/Spotlights**



**No  
Signs on trees**



**No  
Costumes**



**No Stick in  
Ground Signs  
on right of  
way, street or  
road**



**No Hand Held Signs  
or Sign Spinners**



**No  
Portable  
signs**

# All Of The Following Signs Are Prohibited In Town of Surfside Beach:



The following signs are prohibited in all zoning districts with the Town of Surfside Beach:

- (1) Any sign which by color, location or design resembles, imitates, or conflicts with an official traffic-control sign or signal.
- (2) Privately-owned signs located within any street, road, or public right-of-way, including a public beach access.
- (3) Portable signs and special event signs (including fluttering ribbons, pennants, banners, streamers, and inflated or tethered balloons) are prohibited in all zoning districts as permanent advertising devices; however, these signs may be permitted as a temporary use subject to the conditions imposed by sections 17-208 and 17-654 of this chapter.
- (4) Hand held signs or sign spinners; no costumes.
- (5) Signs painted on or attached to trees, rocks or other natural features, fence posts, or telephone or other utility poles.
- (6) Flashing signs and/or signs involving rotation, animation, or other forms of movement or moving illumination, excluding electronic message boards when complying with the requirements of the article.
- (7) All billboards are prohibited, except for those billboards that legally exist within town limits and for which a valid sign permit has been issued and has not expired as of the date on which this provision, or when a prior version of this article containing the same provision, was adopted. This prohibition is not applicable to any existing billboard that is relocated or rebuilt in accordance with section 17-650 of this article.
- (8) Abandoned, obsolete, or dilapidated signs.
- (9) Beacons/spotlights.
- (10) Signs on vehicles parked visible from the street.
- (11) Any sign that violates any laws of the State of South Carolina.

**Disclaimer:** The information provided is intended as a guide only. If you have a sign that you are not sure is permitted please contact the Zoning Office at 843-913-6341. The use of Prohibited Signs will result in a Notice of Violation followed by monetary fines.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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### Name of Business Sign will Identify

Name of Business: \_\_\_\_\_ Tax Map # \_\_\_\_\_

Site Address for Proposed Sign(s): \_\_\_\_\_ Zoning District \_\_\_\_\_

### Sign Contractor Information

Sign Contractor: \_\_\_\_\_

Address of Business: \_\_\_\_\_ City \_\_\_\_\_, State \_\_\_\_\_ Zip \_\_\_\_\_

Phone No. \_\_\_\_\_ Contact Person Name \_\_\_\_\_

Email address \_\_\_\_\_ Total Contract Price \$ \_\_\_\_\_

**Message on Sign – Write the message that will appear on the sign here (also attach required drawings/specifications)**

### Sign Category (Check all that apply) – (Roof signs are prohibited in C1 – except Sandy Lane & C2 Districts)

- 1) Building mounted \_\_\_\_\_ Ground Mounted \_\_\_\_\_ Window mounted \_\_\_\_\_
- 2) Changeable Copy \_\_\_\_\_
- 3) Projected from wall \_\_\_\_\_ Flat against wall or window \_\_\_\_\_
- 4) Freestanding \_\_\_\_\_ Hanging in Window \_\_\_\_\_
- 5) Painted on wall or window \_\_\_\_\_

### Type of lettering (Check one)

Individual Letters (Channel Letters) \_\_\_\_\_ Box \_\_\_\_\_ Board \_\_\_\_\_

### Sign Lighting (Check one)

Backlit \_\_\_\_\_ Externally Illuminated \_\_\_\_\_ Not Illuminated \_\_\_\_\_

### Lot and Building Frontage (Determined by where the public entrance is located)

Lot Frontage \_\_\_\_\_ Linear Feet Building or unit frontage \_\_\_\_\_ Linear Feet

### Sign Dimensions

The following sign dimensions are **required**. The sign **FACE** is:

How many **FEET** long \_\_\_\_\_ How many **FEET** high \_\_\_\_\_ Total (Length x Height) \_\_\_\_\_ Square Feet

How many **FEET** long \_\_\_\_\_ How many **FEET** high \_\_\_\_\_ Total (Length x Height) \_\_\_\_\_ Square Feet

### Additional Information for all Ground Mounted Signage:

What is the total height of the sign from grade to top of sign \_\_\_\_\_ FEET

**ATTACH ALL DRAWINGS AND OTHER REQUIRED INFORMATION FOR YOUR SIGN(S) TO THIS APPLICATION**

