



City of Myrtle Beach Sign Permit Process

1. Completion of *Building Permit Application*.
2. Completion of Community Appearance Board *Sign/Awning Review Application*.
3. All requirements of above applications must be completed and submitted by the *required deadline* (see attached CAB Submittal Schedule).
4. A representative should be present at *Community Appearance Board Meeting*.
5. Applicants can pay for and pick up approved sign permits on Friday following the Thursday Community Appearance Board meeting.

***** This process must be adhered to before any sign / awning can be erected, replaced, changed, or altered in the City of Myrtle Beach.***

If you have any additional questions or concerns please contact me at (843) 918-1181 or e-mail asmith@cityofmyrtlebeach.com.

Audie W. Smith
Code Inspector
Zoning Division
Construction Services Department



Community Appearance Board Sign/Awning Review Application

Applicant _____ Date _____

Contact Person (if different from applicant) _____

Phone _____ Fax _____

Description and location of installation _____

In order for a final review submission to be accepted by Construction Services, the following items **MUST** be included with the submission:

1. One “sealed” survey plat of the property. The survey plat must have been made within six months of the application date. (Note: Survey plat not required building mounted signs or sign face changes.)
2. Two site plans, drawn to scale indicating sign/awning locations as well as all existing improvements on the property. For freestanding signs a landscape plan showing the exact location and plant species shall be included on the site plan. (Note: Site plan not required for building mounted signs.)
3. Two drawings of the proposed sign/awning including all lettering and graphics drawn to scale. Colors of the proposed sign/awning and color samples/swatches shall also be furnished. Any proposed illumination techniques shall be indicated on the drawing.
4. A series of color photographs (Polaroid photos, e-mails or discs not acceptable) of the site and the adjoining properties, including the area of the sign/awning location and building elevations. Also, photographs of existing signs on site with dimensions and height of any freestanding sign.
5. The correct property address **MUST** be reflected on any proposed freestanding sign.
6. Property owner’s or authorized agent’s authorization for installation.

I certify that this application is complete and presented as herein required. I further understand that an incomplete submission may result in the delay of the project review by the Community Appearance Board.

(applicant)

**CITY OF MYRTLE BEACH
BUILDING PERMIT APPLICATION**

Location of Project				Building Use	Zoning District	Flood Zone
Legal Description	Lot No.	Block	Section	TMS#		
Owner of Property			Mail Address	Phone		
Lessee of Building			Mail Address	Phone		
Contractor		Mail Address		Phone	City License #	
					State License #	
Architect/Engineer		Mail Address		Phone	City License #	
					State License #	
Work Classification:	New <input type="checkbox"/>	Addition <input type="checkbox"/>	Alteration <input type="checkbox"/>	Repair <input type="checkbox"/>	Remove <input type="checkbox"/>	
Description of Work:						
IBC - IRC Code Year						
Sprinkled YES / NO						
Total Valuation		Plan Checking Fee			Permit Fee	
Date Received		Date Issued			Permit Number	
Type Construction	Occupancy Group		Number of Buildings		Total Sq. Ft.	
# Baths	# Bedrooms			# Dwelling Units		

Notice

- Pursuant to S.C. Code Sec. 15-3-640, you have the right to contract for a guarantee of the structures being free from defective and unsafe conditions beyond thirteen years after substantial completion of the improvement for which this permit is issued.
- Separate permits are required for electrical, plumbing, gas, heating, ventilation or air conditioning work.
- This permit becomes null and void if work or construction which it authorized is not commenced within 6 months of its issuance, or if work or construction is suspended or abandoned for a period of 6 consecutive months at any time after it is commenced.

I hereby certify that I have read and examined, or have had read to me, this application and understand this application to be true and correct. Compliance with all provisions of laws and ordinances governing this type of work shall be assured whether specified herein or not. The granting of this permit does not presume to give authority to violate or cancel the provisions of any federal, state or local laws regulating construction, or the performance of construction.

Signature of owner or authorized agent

Project Coordination

Organization	Req.	Permit	C.O.	Organization	Req.	Permit	C.O.
Construction Services:				Fire:			
Zoning				Engineering:			
Building				Finance:			
Flood Certification				Water Billing			
Landscaping				Business License			
ARB - CAB				Outside Agencies:			
Sign/Awning				DHEC			
Planning:				OCRM			

This permit does not grant any right or privilege to erect any structure or to use any premises herein described for any purpose or in any manner prohibited by the Zoning Ordinance of the City of Myrtle Beach.



City of Myrtle Beach

2012 CAB SUBMITTAL SCHEDULE

COMMUNITY APPEARANCE BOARD (CAB) IS HELD AT 1:30 PM ON THE FIRST AND THIRD THURSDAY OF EACH MONTH IN THE CONFERENCE ROOM AT THE CITY SERVICES BUILDING.

SUBMITTALS MUST BE RECEIVED BY 3:00 PM ON THE DEADLINE DATE.

DEADLINE

MEETING

PLANS DUE TO CONSTRUCTION SERVICES BY 3:00 PM ON THIS DATE:

CAB SCHEDULED FOR 1:30 PM IN CITY SERVICES BLDG. ON THE FOLLOWING DATE:

DECEMBER	28**	JANUARY	05
JANUARY	09	JANUARY	19
JANUARY	23	FEBRUARY	02
FEBRUARY	06	FEBRUARY	16
FEBRUARY	20	MARCH	01
MARCH	05	MARCH	15
MARCH	26	APRIL	05
APRIL	09	APRIL	19
APRIL	23	MAY	03
MAY	07	MAY	17
MAY	28	JUNE	07
JUNE	11	JUNE	21
JUNE	25	JULY	05
JULY	09	JULY	19
JULY	23	AUGUST	02
AUGUST	06	AUGUST	16
AUGUST	27	SEPTEMBER	06
SEPTEMBER	10	SEPTEMBER	20
SEPTEMBER	24	OCTOBER	04
OCTOBER	08	OCTOBER	18
OCTOBER	22	NOVEMBER	01
NOVEMBER	05	NOVEMBER	15
NOVEMBER	26	DECEMBER	06
DECEMBER	10	DECEMBER	20

**ADJUSTED DUE TO HOLIDAY