

Berkeley County Permitting Department

Post Office Box 6122

Moncks Corner, SC 29461-6120

Moncks Corner (843) 719-4292 * Charleston (843) 723-3800 x 4292 * St. Stephen (843) 567-3136 x 4292

Fax (843) 719-4261



Application for Sign Permit

**Please note- A \$25.00 non-refundable Administrative Fee must accompany each sign permit request. **

Please submit two (2) sets of construction drawings and two (2) site drawings showing other signs and/or structures, distance between proposed sign from existing signs and/or structures, and distance from roads and/or property lines. One set should be digital. Please include a **signed and dated contract or proposal** that reflects the total **cost of sign (including labor.)** Signs **must be designed and certified by an engineer and/or architect** using appropriate design criteria for specific projects under the **2012 International Building Codes** or fall under the prescriptive requirements. Certifiable face changes do not require permits. Exceptions may be made by the Chief Building Official.

Encroachment into a right of way requires Encroachment Permit from the Berkeley County Public Works Department. The undersigned acknowledges that if the sign is not erected in conformance with the Berkeley County Zoning Ordinance, he/she will be responsible for its correction or removal upon notification by Berkeley County Building and Codes Enforcement. **Permit valid for a period of six (6) months. If said work has not begun within that six (6) months, the permit will be void.**

~~~~~  
**In addition to the \$25.00 Administrative Fee, a Permit Authorization Card is required for all contractors wishing to do work in the unincorporated areas of Berkeley County. An application for the PAC Card may be obtained from the Permitting Office at 843-719-4292.**

**Berkeley County Sign Permit Application**

Applicant: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Site Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Tax Map Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **\*Signed Contract must be attached\***

**Type of Sign:** Freestanding/Monument    Projection    Wall    Other

**Location of Sign:** On Premise    Off Premise    Illuminated    Non Illuminated

If Illuminated-Name and phone number of Electrical Contractor \_\_\_\_\_

(A separate electrical permit is required for all Illuminated Signs. Electrical contractor is responsible for picking up this permit.)

**Freestanding/Monument Signs:**

Site Plan showing setbacks from all property lines (Minimum 10'): \_\_\_\_\_

Number of Existing Freestanding Signs: \_\_\_\_\_

Distance of Proposed Sign from All Existing Freestanding Signs: \_\_\_\_\_ Feet

**Article 18 Sign:**

Freestanding Sign: Total Sq. Ft. of sign: \_\_\_\_\_ Square Feet

Single Face:    Double Face:

Total Height: \_\_\_\_\_ Length: \_\_\_\_\_ Width: \_\_\_\_\_

Property Owner approval letter for Off-Premise Signs

**Article 10.3 Arterial Roads Overlay District Sign:**

Ground Sign: Total Sq. Ft. of sign: \_\_\_\_\_

Single Face:    Double Face:

Total Height: \_\_\_\_\_ Base Height: \_\_\_\_\_ Length: \_\_\_\_\_ Width: \_\_\_\_\_

Size (square feet) & Type (Residential/Commercial) of Development: \_\_\_\_\_

**Wall Signs:**

**ORDINANCE: Article 18 Sign:**

Total Sq. Ft. of building façade: \_\_\_\_\_ 10% of façade (max allowable): \_\_\_\_\_

Total Sq. Ft. of sign: \_\_\_\_\_

**Article 10.3 Arterial Roads Overlay District Sign:**

Length of building: \_\_\_\_\_ (1) square foot allowed for each linear foot: \_\_\_\_\_

Total Sq. Ft. of sign: \_\_\_\_\_

SC Engineer or Architect: \_\_\_\_\_ Phone number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

I certify that the above application is true and correct to the best of my knowledge. I have read and understand the Zoning Ordinance and upon submission of this application, I further understand that it is my responsibility to verify that I meet all criteria necessary for a Sign Permit. I also understand that if this sign is not erected in conformance with the Berkeley County Zoning Ordinance, I will be responsible for its correction or removal upon notification by Berkeley County Building & Code Enforcement.

~~~~~

Applicant Signature

Date

Applicant Name (Please Print)

Revised June 27, 2013