

DEFINITION OF A SIGN

Any letters, pictorial representation, symbol, emblem, flag, banner, illuminated or animated device, displayed in any manner whatsoever, which directs attention of persons to such device, and which is located within view of the general public from a public way. Customary graphics found on soft drink and newspaper dispensers and similar machines shall not be considered as signs.

PERMANENT SIGNS THAT REQUIRE PERMITS

- All new and relocated signs.
- All signs must have a zoning permit unless otherwise exempt in accordance with Article X Section 1005 of the Horry County Zoning Ordinance. Please contact Code Enforcement at (843) 915-5090 to determine if exemptions apply or visit the Zoning website at: www.horrycounty.org.
- All wall signs, regardless of square footage and all freestanding signs exceeding 15 sq. ft.. Signs above 32 sq. ft. and no greater than 8 ft. in height will require a building permit and engineered drawings in accordance with the 2006 International Building Code.
- All signs must have a zoning permit regardless of the size.
- **PENALTY** FOR BUILDING WITHOUT A PERMIT IS THE PERMIT FEES ARE **DOUBLED**.

All new and relocated signs may require a zoning permit and a building permit from Code Enforcement and are subject to review.

All signs must have a zoning permit, unless exemptions apply.

- ❖ Freestanding signs 15 sq. ft. or less may not require a building permit.

Exemptions:

Article X, Section 1005 A through K of the Horry County Zoning Ordinance defines which signs do not require a permit. Contact the Horry County Code Enforcement Department at (843) 915-6783 to determine what signage is exempt.

PERMITTING PROCESS FOR NEW SIGNS:

1. A completed building permit and sign application must be submitted to Code Enforcement and the tax map number verified and submitted along with three (3) copies of site plans for review.

Freestanding Signs:

- a. Three (3) copies of architectural or engineer scaled (you may draw it as long as it is to scale) site plan showing the proposed location of the free standing sign on the property including:
 - i. Front and side property lines where the sign is located and setbacks
 - ii. Sign must be 6 feet from any other structure
 - iii. The nearest off site sign, when permitting off-site signs only
- b. Scaled drawing of sign and foundation with dimensions.
- c. Sign *and* foundation design prepared by a S.C. registered engineer, signed and sealed with code compliance statement and minimum wind load requirements.

- i. Freestanding signs not exceeding 32 sq. ft. and no greater than 8 ft. in height (from grade to bottom of sign) do not require engineered drawings.
- d. To determine if the sign is in a flood zone, call the Flood Plain Manager at (843) 915-5090. Additional information or actions may be required.
- e. All freestanding signs requiring engineered drawings must be designed in accordance with the 2006 IBC to withstand 130 mph winds (3-second gusts).
- f. Freestanding signs that are less than 100 square feet in total surface area and less than 25 feet in height may be submitted as follows:
 - i. Sign contractor, for one time only submit to a structural engineer who is licensed in the State of South Carolina their methods and procedures for determining the footing size. The engineer will verify their methods and procedure with their seal and signature.
 - ii. These approved methods and procedures shall be submitted to Code Enforcement .
 - iii. Code Enforcement will keep these approved methods and procedures on file and will use them for review each time the contractor that submitted them applies for a permit.

All freestanding signs must have footing inspections before the footing is poured. If a sign footing fails to be inspected by a Horry County Building Inspector, the contractor must provide a letter certified by a Notary Public that he (the contractor) has installed the footing in accordance with drawings submitted and approved by this department.

All lighted signs must meet the requirements of The National Electrical Code.

Wall Signs: (3 copies of all drawings)

- a. Scaled drawing of wall in which sign is to be attached and dimensions
- b. Scaled drawing of wall sign and dimensions
- c. Wall attachment detail

All wall signs can be permitted on one (1) building permit application provided they are all going on one (1) structure and are for one (1) business. If more than one (1) business is located on a structure, each business will require a separate building permit application.

1. Code Enforcement reviews the sign information for design review. Allow 3-5 days for review.
2. The plan review, building permit, and sign fees are as follows and must be paid at the time the building and/or sign permit is obtained:

Zoning Permit Fees:

Zoning (except off-premise).....\$50.00
 Off-premise Sign Review.....100.00
 Temporary Sign Permit.....\$50.00

Building Permit Fees:

35 sq. ft. or less without meter.....\$ 50.00
 35 sq. ft. or less with meter.....\$150.00
 36-99 sq. ft. without meter.....\$100.00
 36-99 sq. ft. with meter.....\$200.00
 100 sq. ft. or more without meter.....\$150.00
 100 sq. ft. or more with meter.....\$250.00

Plan Review Fee:..... \$25.00

TEMPORARY SIGNS & BANNERS

- Religious, public or nonprofit organizations are exempt from temporary signage restrictions.
- Temporary ground signs of any type shall be setback from the road rights-of-way and all other property lines by no less than five (5) feet.
- Maximum size of a temporary sign is 50 square feet.

Rural Area

(Defined as: US Hwy 76, 701, 9, 9 Bus, 31, 57, 65, 66, 90, 319, 905 and that portion of Sea Mountain Hwy (Old Hwy 9) from the Intracoastal Waterway swing bridge to existing SC Hwy 9, as well as other secondary roads within the County.)

Requirements

1. A completed building application and temporary promotional display permit must be filled out and brought to Code Enforcement with the tax map number of the property where the sign/banner will be located.
2. \$50 fee and annual renewal fee of \$50 due each January 15th
3. A site plan drawn to an engineer or architect scale that shows the lot lines of the site and the distance from those lot lines to the sign. The sign has to be setback 5 feet from any road right-of-way and all other property lines
4. A maximum of three (3) banners and one (1) temporary ground sign (reader board or flashing arrow) shall be allowed upon a site without a temporary permit, provided an annual certificate of zoning compliance has been issued and all other requirements are met.
5. If additional temporary ground signs or banners are needed, a temporary sign permit for up to 120 days per calendar year can be issued provided requirements are met.

Urban Area

(Defined as: US Highways 378, 501, 17 Business, 9 Bypass, 544, 707, Carolina Forest Blvd., Glenn's Bay Rd., Garden City Connector and Switch Rd.)

Requirements

1. A completed building application and temporary promotional display permit must be brought to Code Enforcement with the tax map number of the property where the sign/banner will be located.
2. \$50 fee
3. Applicant shall provide a schedule of the period during the calendar year in which the temporary sign/banner will be erected. Promotional display (one (1) banner and one (1) temporary ground sign) can be in place no more than 120 days per calendar year.
4. A site plan drawn to an engineer or architect scale that shows the lot lines of the site and the distance from those lot lines to the sign. The sign has to be setback 5 feet from any road rights-of-way and all other property lines.

*** If all information is correct the permit may be issued immediately. The customer will be given a copy of the temporary promotional display permit that must be displayed in a front window.**

Everyone operating a business within Horry County must obtain a Business License. Contact the Horry County Treasurer's Office at (843) 915-5620 for more information.

(Revised 7-1-08)

PERMANENT & TEMPORARY

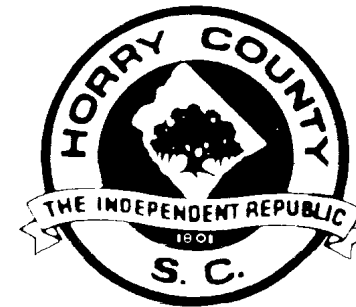
SIGNS

PERMITTING PROCESS

FOR

HORRY COUNTY

(Unincorporated Areas of Horry County Only)



Horry County Government & Justice Center
1301 Second Ave. Suite 1D09
Conway, S. C. 29526

Code Enforcement: (843) 915-5090
Fax: 915-6090

Planning/
Zoning Dept. (843) 915-5340
Fax: 915-6340

<http://www.horrycounty.org>