



Joel H. Evans, AICP, PLA  
Zoning & Planning Director

843.202.7200  
1.800.524.7832  
Fax: 843.202.7222  
Lonnie Hamilton, III  
Public Services Building  
4045 Bridge View Drive  
North Charleston, SC 29405-7464

## FREE STANDING SIGN PERMIT APPLICATION

Please TYPE or PRINT legibly

<b>Address of Sign Location:</b>	<b>Contact / Representative / Applicant:</b>
<b>Business Name:</b>	<b>Sign Contractor:</b>
<b>Business Owner Name:</b>	<b>Contact Phone:</b>
<b>Owner Phone:</b>	<b>Contact Email:</b>
<b>Owner Email:</b>	<b>Project Cost:</b>
<b>TMS:</b>	

### SUBMITTAL REQUIREMENTS:

- Completed and signed application form.
- Application fee made payable to: Charleston County Planning
- All drawings should be drawn to an engineer's scale and include a graphic scale:
  - Site plan locating building(s) in relation to property lines and/or GIS aerial (printed-to-scale) identifying location(s) of existing and proposed signs.
  - Detail drawing(s) of proposed sign(s) depicting height, width, square footage of sign area, etc.
- Color samples of all materials, including plastic, for internally illuminated signs.
- Proposed lighting location(s) and fixture data.
- One set of scaled construction drawings indicating that the sign(s) is properly designed for dead load and wind pressure in any direction, as required by the Building Inspection Services Department (does not apply to face changes).

### PLEASE COMPLETE:

- FACE CHANGE ONLY
- SINGLE TENANT PARCEL
- MULTI-TENANT PARCEL
- Total square footage of building(s) \_\_\_\_\_ sf
- Pole or Pedestal Mounted  
Total square feet per side of sign face \_\_\_\_\_ sf
- Monument (required in some Districts)  
Total square feet per side of sign face \_\_\_\_\_ sf
- Reader Board (circle one): Marquee / LED / None  
\_\_\_\_\_ total Board sf; \_\_\_\_\_% of total sign sf
- Illumination (circle one): Channel / Interior / Exterior / None
- Maximum # bulbs / watts \_\_\_\_\_

Signage requirements can be found in the Charleston County *Zoning and Land Development Regulation Ordinance (ZLDR)* accessible through the Zoning & Planning Department webpage at [www.charlestoncounty.org](http://www.charlestoncounty.org) - **ARTICLE 9.11 SIGNS**, for general sign location, size, type and lighting requirements and **CHAPTER 5 OVERLAY AND SPECIAL PURPOSE ZONING DISTRICTS** for any other applicable requirements. GIS aerials are accessible through [https://ccgisapps.charlestoncounty.org/public\\_search/](https://ccgisapps.charlestoncounty.org/public_search/)

Staff Signature: \_\_\_\_\_  
Date Accepted: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



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## SIGN REGULATION AFFIDAVIT

I, \_\_\_\_\_, have reviewed Article 9.11 (Sign Regulations) of  
(Print Name)

the *Charleston County Zoning & Land Development Regulations Ordinance*

and hereby certify that only permitted sign(s) shall be allowed in conjunction

with the permitted use at : \_\_\_\_\_  
(Address)

Parcel Identification Number(s): \_\_\_\_\_

I assume full responsibility for any sign, which advertises my permitted use,  
which is not in compliance with the sign regulations of the County *Zoning &  
Land Development Regulations Ordinance*.

I am aware that violations may result in the revocation of zoning permit(s)  
and/or fines as determined by the Zoning & Planning Director.

\_\_\_\_\_  
Owner/Representative Signature

\_\_\_\_\_  
Date

FOR OFFICE USE ONLY

DATE RECEIVED: \_\_\_\_\_ ACCEPTED BY: \_\_\_\_\_