



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

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Lonnie Hamilton, III  
Public Services Building  
4045 Bridge View Drive  
North Charleston, SC 29405-7464

### WALL SIGN PERMIT APPLICATION

Please TYPE or PRINT legibly

Business Name: \_\_\_\_\_

Business License No: \_\_\_\_\_

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

Contact No: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_

TMS#: \_\_\_\_\_

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

Business License No: \_\_\_\_\_

Property Owner: \_\_\_\_\_

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

See 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. These requirements are all located in the Charleston County Zoning and Land Development Regulation Ordinance (ZLDR) which can be accessed from [www.charlestoncounty.org](http://www.charlestoncounty.org).

Please check all applicable boxes.

- SINGLE TENANT      OR       MULTI-TENANT PARCEL

One free standing sing is allowed per parcel per major road frontage.

SPECIAL DISTRICT OR ZONE:

- |  |  |
|--|--|
| <input type="checkbox"/> MHC-O, MAYBANK HWY CORRIDOR OVERLAY | <input type="checkbox"/> DRC-O, DORCHESTER RD CORRIDOR OVERLAY |
| <input type="checkbox"/> MP-O, MOUNT PLEASANT OVERLAY        | <input type="checkbox"/> MUFZ, MULTIPLE USE FLOATING ZONE      |
| <input type="checkbox"/> FRC-O, FOLLY RD CORRIDOR OVERLAY    | <input type="checkbox"/> PD, PLANNED DEVELOPMENT PD# _____     |
| <input type="checkbox"/> CT, COMMERCIAL TRANSITION DISTRICT  | <input type="checkbox"/> OTHER _____ (specify)                 |

Total number of signs..... \_\_\_\_\_

Total length of building facing the street..... \_\_\_\_\_ ft.

Building setback from street / road right-of-way..... \_\_\_\_\_ ft.

<input type="checkbox"/> Total square footage of sign.....	As submitted	Max. allowed
	_____	_____ ft.

<input type="checkbox"/> Reader Board.....percentage of total sign area:	_____	_____ sq. ft.
(if LED, see LED requirements)		

<input type="checkbox"/> Illumination.....Channel / Interior / Exterior:	_____	Maximum # bulbs/watts
(Circle One)		(if applicable)

**SUBMITTAL REQUIREMENTS FOR WALL SIGNS:**

- Completed and signed application form.
- A detail / drawing (to scale) of proposed sign(s) depicting square footage of sign area.
- Application fee made payable to Charleston County.
- Color sample(s) of all materials, including plastic, for internally illuminated signs.
- Location and fixture design for proposed lighting.
- Site plan drawn to engineers scale showing building(s) location in relation to all property lines.
- Elevation(s) of building(s) drawn to scale depicting the location of proposed and existing signs.
- Two sets of construction drawings drawn to scale indicating that the sign(s) is properly designed for dead load and wind pressure in any direction as required by the Building Department.

**ADDITIONAL REQUIREMENTS FOR LED MESSAGE BOARDS:**

- Documentation depicting the message board constitutes a max. of 25% of the total sign area.
- Documentation depicting the message board is located in and adjacent to parcels either zoned CC (Community Commercial) or I (Industrial) and screened from residential uses.
- Documentation that the proposed sign is not in an Overlay District, Planned Development or other Special Purposed District which would restrict the use of an LED type sign.
- Affidavit signed by owner and sign contractor stating that the copy shall not change, scroll, fade or move at intervals less than 15 seconds and that all copy shall be red text on a black background associated with business on the subject property and is programmed to dim to a max. 50% intensity for night use.

**OFF PREMISES SIGNS:**

- Off Premise Signs are signs located at any place other than the same parcel which the specific business or activity is identified. Off premise signs are allowed only in those zoning districts indicated in Chapter 6 and certain Planned Developments. Allowable off premise signs are subject to the required specifications in ARTICLE 9.11.3 or applicable Planned Development Guidelines.
- Wall Sign applications that do not meet the Off Premise Sign requirements will only be accepted on parcels which the advertised business has legally established with the Planning Department at the subject property.

Note: Wall Sign permit applications may be permitted on parcels which have completed the Site Plan Review process and have substantially completed the site development requirements but have not yet received final site inspection approval and a Certificate of Occupancy. Upon receipt of a Certificate of Occupancy, it is the responsibility of the applicant/owner to establish their business with the Planning Department and obtain a business license prior to opening to the public.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR OFFICE USE ONLY**

ACCEPTED BY: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_ PERMIT#: \_\_\_\_\_



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## SIGN REGULATION AFFIDAVIT

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

*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

<i>FOR OFFICE USE ONLY</i>	
DATE RECEIVED: _____	ACCEPTED BY: _____