



COUNTY COUNCIL OF BEAUFORT COUNTY

Beaufort County Planning & Zoning

Beaufort County Robert Smalls Complex
Administration Building, 100 Ribaut Road, Room 115
Post Office Drawer 1228, Beaufort SC 29901-1228
Phone: (843) 255-2171 • FAX: (843) 255-9446

Official Use Only

Zoning: _____
App# _____

BEAUFORT COUNTY SIGN APPLICATION

- 1. Application is hereby made to () erect, () alter, () repair, () move a sign at _____
2. Development/Zoning Permit # _____ Beaufort County Business License # _____
3. APPLICANT: _____ Address _____ Phone # _____
4. SIGN OWNER: _____ Address _____ Phone # _____
5. PROPERTY OWNER: _____ Address _____ Phone # _____
Note: Written Consent of the Property Owner Must Be Attached Unless the Sign Owner is Also the Property Owner
6. DISTRICT _____ MAP _____ PARCEL _____ 7. EMAIL ADDRESS: _____
8. TYPE SIGN: Freestanding/Monument Sign _____ Projection _____ Wall _____ TOTAL SIGNS REQUESTED _____
9. TEMPORARY SIGN: () Yes () No If yes, date(s) being requested: _____ (Note: See Division 5.6.60)
10. On Premise _____ Off Premise _____ 11. Are you replacing an existing sign? YES _____ NO _____
12. Illuminated () Yes () No. If yes, Type of illumination _____ **Note: Internally Illuminated Signs Are Prohibited in Beaufort County**
13. MATERIAL: Face _____ Frame _____ Support _____
14. SIZE: Height: _____ Width: _____ SQ. FT.: Total Area of Sign _____ () Single Face () Double Face
15. NAME ON SIGN: _____ 16. SIGN VALUE _____
17. Are there any other signs on this property, if so indicate type, size and location. _____
18. Do you plan to include this sign in your Business Inventory? YES _____ NO _____ (If no, you will be taxed separately for this sign).

"Within thirty (30) days of the filing of a completed sign permit application, the Community Development Director or designee shall issue Preliminary Approval unless the application is deemed deficient under one or more of the subsections of Beaufort County Community Development Code ("CDC") Division 7.2.40.C.4. Preliminary Approval shall automatically expire if the sign installation it authorizes is not commenced within six (6) months after its issuance, unless an extension period is authorized under CDC Division 7.4.130. Before Preliminary Approval expires, the applicant must request an inspection from the Codes Enforcement Officer as prescribed in Division 7.2.40.C.5. The Community Development Director or designee shall issue a Sign Permit to the applicant within five (5) business days of the inspection unless the sign work is incomplete or the sign as completed fails to comply with the Development Code or the permittee's building permit."

I hereby agree that if this application is approved and a sign permit issued, that I will comply with all requirements of the Sign Ordinance and Building Codes requirements for Beaufort County, South Carolina pertaining to signs. I further agree, that I will not erect any other signs on this property unless properly permitted by Beaufort County.

SIGNATURE: _____ DATE: _____
SIGN OWNER OR AUTHORIZED AGENT

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FOR OFFICIAL USE ONLY

Design Review Board Approval _____ Date _____
Preliminary approval _____ Date _____
Inspection approval _____ Date _____
Final Approval _____ Date _____ Permit Number _____
Conditions of Approval _____
Disapproved by _____ Date _____
Date Received: _____ Application Fee: _____

THIS SECTION IS TO BE SIGNED OFF BY THE BUSINESS LICENSE DEPARTMENT

Sign Manufacturer
Name of Sign Company: _____
Beaufort County Business License Number: _____

Business License Approval: _____ Date: _____

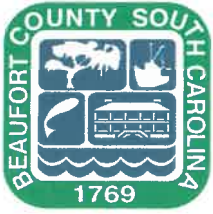
Sign Installer (If different from Sign Manufacturer)
Name of Sign Company: _____
Beaufort County Business License Number: _____

Business License Approval: _____ Date: _____

Business Information
Name of Business: _____
Beaufort County Business License Number: _____

Business License Approval: _____ Date: _____

Please note that the Beaufort County Business License Department must sign off on this excerpt prior to applicant submitting the Sign Permit Application to the Community Development Department.



APPLICATION REQUIREMENTS FOR ALL SIGNS (SEE DIVISION 7.2.40 OF PENDING SIGN ORDINANCE)

- ❑ A FULLY COMPLETED AND SIGNED APPLICATION FORM. INCLUDE THE PHYSICAL 911 ADDRESS OF THE BUSINESS LOCATION.
- ❑ ACCURATE SIGN RENDERING / DRAWING OF THE SIGN, SHOWING ALL DIMENSIONS.
- ❑ WALL SIGNS - A PHOTOGRAPH OF THE STORE FRONT ALONG WITH THE DIMENSION OF THE SIGNABLE AREA .
- ❑ A SITE PLAN OF THE PROPERTY, SHOWING THE LOCATION OF PROPOSED & EXISTING SIGNS.
- ❑ ACCURATE COLOR CHIPS OR PANTONE MATCHING SYSTEM (PMS) NUMBERS INCLUDED ON THE SIGN RENDERING.
- ❑ LIGHTING PLAN SHOWING PROPOSED LIGHTING. LIGHTING SHALL BE CUTOFF FIXTURE.
- ❑ APPLICATION FEE OF .50¢ PER SQUARE FOOT, WITH A MINIMUM PAYMENT OF \$15 FOR EACH SIGN, MADE PAYABLE TO BEAUFORT COUNTY TREASURER.
- ❑ ONCE APPROVAL IS GRANTED, AND UPON COMPLETION OF THE SIGN INSTALLATION, APPLICANT MUST CONTACT THE CODES ENFORCEMENT OFFICER AT 843.255.2066 TO SCHEDULE AN INSPECTION.

Note: Before any sign is erected, Staff shall review the plans and within thirty (30) days make a determination whether the sign meets the requirements. If it does, preliminary sign approval will be granted. If it does not, the person requesting the sign permit shall be notified in writing as to the deficiencies.

Appeal of any decision shall be made to the Zoning Board of Appeals within 30 days of notice of disapproval.

BEAUFORT COUNTY SIGN COLOR GUIDE

Based on the Pantone Matching System (PMS)

Yellow			Green				
120C	127C	142C	330C	349C	371C	3292C	3308C
121C	128C	143C	336C	350C	378C	3295C	3415C
	129C		341C	357C	574C	3298C	3425C
1205C	134C		342C	364C	575C	3302C	3435C
1215C	141C		343C	370C	576C	3305C	5535C
			621C	622C	623C	624C	625C
			553C	554C	555C	5535C	
Orange			Blue				
145C	160C		280C	295C	315C		
153C	1595C		281C	296C	3025C		
1525C	1605C		282C	302C			
157C	167C		288C	303C			
158C	1675C		289C	308C			
Red							
			<i>Other colors are reviewed on a case by case basis.</i>				
181C	1815C	1817C					
	195C	1807C					
188C	202C	209C					

Bright, primary, or neon colors are not permitted. This includes corporate logos using these colors. (Division 5.6.40.4.A)

The Design Review Board offers the following recommendations for color: Color requirements for predominant color design are reviewed for compatibility with Lowcountry or coastal vernacular palette which include tradition historic colors, earth tones (greens, tans, light browns, and terracotta), grays, pale primary and secondary colors (with less than 50% color value), white, cream tones and oxblood red. Accent color design (i.e. black, dark blue, grays, and other dark primary colors) may be used on a limited basis as part of an architectural motif, at the discretion of the Director and or the DRB. Color contrasts resulting in a clearly disturbing appearance and primary colors are not permitted.

NOTE: This list is meant to be used as a guide. If you believe that another color may be suitable, please submit for staff review. If you have any questions, please call Hillary Austin at 843.255.2173 or Nancy Moss at 843.255.2146.