



BERKELEY PERMITTING DEPARTMENT

PO Box 6122

Moncks Corner SC, 29461-6120

843-719-4292 Moncks Corner * 843-723-3800 ext. 4292 Charleston * 843-567-3136 ext. 4292 St. Stephen

Application for Sign Permit

Please note- A \$25.00 non-refundable Administrative Fee must accompany each sign permit request. ** Please submit one (1) hard copy set **and one (1) digital set of construction drawings and 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. 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 **2018 International Building Codes** or fall under the prescriptive requirements. Wall signs should include attachment details. 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.**

Signed Contract must be attached

TMS Number: _____ Site Address: _____

Property Owner: _____ Owner's Mailing Address: _____

Owner's Phone Number: _____ E-mail Address: _____

Preferred Method of Contact: Phone Projection Wall Other _____

Contractor: _____ SC License #: _____ License Limit: \$ _____

Contractor's Mailing Address: _____

Phone Number: _____ E-mail Address: _____

Type of Sign: Freestanding/Monument Projection Wall Other

Location of Sign: On Premise Off Premise Illuminated

*Property Owner approval letter for Off Premise Signs

*If illuminated Name and Phone number of Electrical: _____ (Electrical Permit Required)

Arterial Road Overlay District:

Please note that signs in the Arterial Road Overlay cannot have flashing, movement, or animation and must cycle at a rate of not less than eight seconds.

Is this parcel in the Arterial Road Overlay District: Yes No

The Arterial Road Overlay District contains all parcels, properties, tracts and developments with frontages along I-26 and I-26 Frontage Roads, I-526 and I-526 Frontage Roads, US Hwy. 17A, US Hwy. 52, US Hwy. 176, SC Hwy. 6, SC Hwy. 27, SC Hwy. 41, SC Hwy. 45, SC Hwy. 311 and SC Hwy. 402, SC Hwy. 78, Cane Bay Boulevard and Extensions, College Park Road, Clements Ferry Road (S-8-33), Henry Brown Boulevard (Hwy. 136), Jedburg Road (S-8-16), Liberty Hall Road (Hwy. 529), Parkway West (Hwy. 17 N Sheep Island Parkway Connector), Old Hwy. 52, Red Bank Road, Rembert Dennis Boulevard, Sangaree Parkway, Sheep Island Parkway; and measured along all intersecting public road frontages for a distance to the nearest property line beyond 300 feet from the intersection with these roads.

Arterial Roads standards can be found in the Berkeley County Ordinances, Article 10.3.2
https://library.municode.com/sc/berkeley_county/codes/code_of_ordinances

Freestanding/Monument Signs:

Site Plan showing setbacks from all property lines (Minimum 10’): _____

Number of Existing Freestanding Signs: _____

Distance of Propose Sign from All Existing Freestanding Signs: _____ Ft.

Article 18 Sign:

Freestanding Sign: Total Sq. Ft. of sign: _____ Sq. Ft. Single Faced Double Faced
Total Height: _____ Length: _____ Width: _____

Article 10:3 Arterial Roads Overlay District Sign:

Ground Sign: Total Sq. Ft. of sign: _____ Sq. Ft. Single Faced Double Faced
Total Height: _____ Length: _____ Width: _____
Size (Sq. Ft.) & Type (Residential/Commercial) of Development: _____

Wall Signs:

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; _____ (200 Sq. Ft. maximum)

SC Engineer or Architect: _____ Phone number: _____

Mailing Address: _____

Email Address: _____

Applicant Signature

Date