



City of Hardeeville  
PO Box 609 (205 Main St), Hardeeville, SC 2992  
tel: 843-784-2231 | fax: 843-784-6384 | hardeevillesc.gov

# FORM E

## SIGN PERMIT APPLICATION

### APPLICATION NOTES:

- >> Use this application if you plan to install or replace/refurbish signs
- >> if foundational work (footing, slab, etc.) is planned, a building permit fee will be required, and the project may require a plan review and inspection of work (*no additional forms necessary*)
- >> If electrical work is planned, an electrical permit fee and inspection of work is required (*no additional forms necessary*)
- >> All work must be performed by a contractor that is properly licensed with SC-LLR and the City of Hardeeville

### APPLICATION FEES:

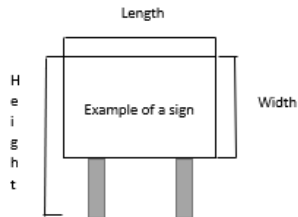
- >> Sign permit fees are based on TOTAL sign area of all signs to be covered by a permit (*sign area = length x width of a sign's face*)

- >> Up to 100 sq ft of sign area:  
\$50.00

- >> Over 100 sq ft of sign area:  
\$0.50 per sq ft

- >> Two-sided signs are  
calculated for one side

- >> Building/specialty permit and  
plan review fees are based on  
the project's valuation. To calculate fees, please see **Form F** or  
contact the City



Fee type	Amount Charged	When fee is due
Sign permit		Due upon submittal
Building permit		Due upon release of permits
Plan review		These fees may be combined into one fee
Electric permit		

### SUBMITTAL CHECKLIST:

Permit type	New sign Installation	Replacing or refurbishing
Application ( <i>this form</i> )	√	√
A scaled drawing showing dimensions, color, & lettering proposed sign(s) ( <i>use the sketch area on Page 2 for basic, unlit wall signs</i> )	√	√
Twp (2) sets of plans & specs by a design professional	Required if sign(s) have a foundation	
Sign permit fee	√	√
Building and/or electrical permit fee	d	d
Plan review fee	d	

Legend: √ = required d = may be required (depends)

### PROPERTY INFORMATION:

Address / Location: \_\_\_\_\_  
Area of the city / PDD: \_\_\_\_\_  
Tax map parcel #: \_\_\_\_\_ Zoning district: \_\_\_\_\_  
Property size: \_\_\_\_\_ ☐ acres ☐ square feet  
Property's current status: ☐ developed ☐ undeveloped / vacant  
Property owner: \_\_\_\_\_  
Owner's phone #: \_\_\_\_\_  
Owner's email: \_\_\_\_\_

### PROJECT INFORMATION:

Are there existing signs on the property of building?

☐ No ☐ Yes, there are this many signs: \_\_\_\_\_

Is foundational or electrical work being planned? ☐ Yes ☐ No

Total estimated valuation of construction: \_\_\_\_\_  
*When calculating valuation, please include all material and labor costs.*

The(se) sign(s) will be: ☐ Permanent ☐ Temporary

Fill in items below only for signs that will be covered by this permit:

#### Wall signs (*any sign attached to a wall or façade*)

# of new signs: \_\_\_\_\_ # of signs to replace/refurbish: \_\_\_\_\_

Total sign area of signs to be worked on: \_\_\_\_\_ sq ft

#### Free-standing signs (*signs supported by poles or masonry*)

# of new signs: \_\_\_\_\_ # of signs to replace/refurbish: \_\_\_\_\_

Total sign area of signs to be worked on: \_\_\_\_\_ sq ft

Highest height of proposed new sign(s): \_\_\_\_\_ feet  
*(total height includes base of the frame and sign face)*

Other signs (describe) \_\_\_\_\_



Before signing below, complete **Page 2** of this application!

### APPLICATION CERTIFICATION:

I have completed this form to the best of my knowledge and authorize the City of Hardeeville to process this application and review the submittal according to all governing standards. I acknowledge that the City reserves the right to require additional information if requested.

Applicant signature \_\_\_\_\_ date \_\_\_\_\_

I am: ☐ A contractor ☐ The property owner/agent



City of Hardeeville  
PO Box 609 (205 Main St), Hardeeville, SC 2992  
tel: 843-784-2231 | fax: 843-784-6384 | hardeevillesc.gov

# FORM E

## SIGN PERMIT APPLICATION

### CONTRACTOR INFORMATION:

Business name: \_\_\_\_\_

SC-LLR license #: \_\_\_\_\_

City business license #: \_\_\_\_\_ (If none, fill out **Form B**)

Contact person: \_\_\_\_\_

Preferred phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

### SUBCONTRACTOR INFORMATION:

- >> Provide on the list below any subcontractors that will be working under your permit; each will be required to be properly licensed
- >> If you need to add or change a subcontractor during construction, list them in the blank line below or on a new sheet
- >> The City reserves the right to issue stop-work orders if unlisted or unlicensed subcontractors are found to be working on the site
- >> No certificate of compliance or certificate of occupancy shall be issued until all subcontractors are verified and fully licensed.

Trade	Business name	SC-LLR license	City business license	Cost per trade
Electrician				
Foundation/Slab				

### SKETCH AREA

- >> Basic unlit wall signs only (all others; provide separate exhibits)
- >> Unless you have provided a separate exhibit, use this space to sketch out the sign's dimensions, color and lettering.
- >> Please certify your sketch by initialing on this line: \_\_\_\_\_