

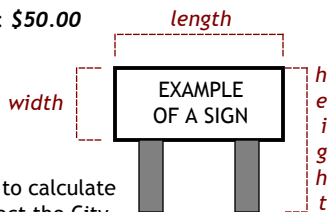


APPLICATION NOTES

- >> 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*)
 - >> over 100 sq ft of sign area: **\$0.50 per sq ft**
 - >> up to 100 sq ft of sign area: **\$50.00**
 - >> two-sided signs are calculated for one side
- >> building/specialty permit and plan review fees are based on the project's valuation. In order 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 three fees may be combined into one payment |
| electrical permit: | _____ | |

SUBMITTAL CHECKLIST

| permit type: | new sign installation | replacing or refurbishing |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|---------------------------|
| application (<i>this form</i>) | ✓ | ✓ |
| a scaled drawing showing dimensions, color, & lettering of proposed sign(s) (<i>use the sketch area provided on Page 2 for basic, unlit wall signs</i>) | ✓ | ✓ |
| two (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

street address: _____

area of city / PDD: _____

tax map parcel # _____ zoning district: _____

property size: _____ acres square feet

are there other businesses operating at this site? y n

property owner: _____

owner's phone # _____

PROJECT INFORMATION

are there existing signs on the property or building? no yes, there are this many signs: _____

is foundational or electrical work being planned? y n

total estimated valuation of construction: _____

when calculating valuation, please include all material and labor costs

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

wall signs (*any sign attached to a wall or facade*)

of new signs: _____ # of signs to replace or 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 or refurbish: _____

total sign area of signs to be worked on: _____ sq ft

highest height(s) for proposed new sign(s): _____ feet

other signs (*describe*) _____



Before signing below, complete **Page 2** of the 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.

_____ date _____

applicant signature

I am: a contractor/company rep the tenant/property owner

I'm paying: in person by mail, e-mail, or fax (*include Form A*)



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 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 holder | SC-LLR license # | City business license # | cost per trade |
|-----------------|---------------|-----------------------|------------------|-------------------------|----------------|
| electrician | | | | | |
| foundation/slab | | | | | |
| | | | | | |

SKETCH AREA

- >> basic unlit wall signs only (all others: provide separate exhibit)
- >> 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: _____