



City of Myrtle Beach Sign/Awning Permit Process

1. Completion of *Building Permit Application*.
2. Completion of *Community Appearance Board Sign/Awning Review Application*.
3. All requirements of above applications completed and submitted by deadline.
4. A representative should be present at *Community Appearance Board Meeting* in order to achieve final approval.
5. Applicants can pay for and pick up approved sign permits on Friday following the Thursday Community Appearance Board meeting.

****This process must be adhered to before any sign/awning can be erected, replaced, changed or altered in the City of Myrtle Beach.**

Final inspections of approved signs/awnings must be called in to 918-1111 before permit is finalized. This also includes footings on all freestanding signs.

If you have any additional questions or concerns please contact me, Audie Smith, at:

(843) 918-1181 or e-mail: asmith@cityofmyrtlebeach.com.