City of Myrtle Beach
New Residential Construction
Permit Procedures and Forms

Procedures

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- Floodplain Requirements
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- 2009 IECC Energy Code Compliance Statement
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Permit Forms

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- Utilities & Site work Permit Application
  - Residential Driveway Compliance Agreement
  - Hold Harmless Agreement for Residential Driveways
  - Hold Harmless Agreement for Residential Emmens Preserve Driveways
- Sewer Elevation Certificate

Contact:

Amy Carter
Residential Plans Expeditor
Construction Services
921 N Oak St
Myrtle Beach, SC 29577
843-918-1164/fax: 843-918-1158
acarter@cityofmyrtlebeach.com

City of Myrtle Beach
Construction Services
Frequently Asked Questions for Residential Construction

- Is my property in the city limits of Myrtle Beach?
  - If so, continue.
  - If not, but your property abuts city limits, you may be required to annex into the city during the construction process.

- What is the zoning classification of my property?
  - This affects the heights, size, and location on the site of your home and amenities.

- Will I need to move or remove some trees for this project?
  - You will need to prepare and submit a tree survey of the property for review by the Landscaping Code Enforcement official.

- Is the proposed site in a floodplain?
  - If so, then floodplain regulations apply. You will also need to shop for flood insurance.

- For new construction on all oceanfront properties, you will also need to prepare to go through the Community Appearance Board (CAB). The CAB will review, among other things:
  - Site layout
  - Landscaping
  - Signs, awnings and exterior lighting
  - Building materials and colors

- Permits are required for any projects that impact the ground, such as pergolas, patios, trash enclosures, fences, pools, walkways, driveways and parking pads. An application, tree statement, HOA approval (if applicable) and a proposed site plan are required for these projects. A fence hold harmless is required for a fence and a driveway hold harmless is required if the driveway crosses the property line and meets the street.

- A permit is required for replacement windows, porch enclosures, roof and siding replacement and interior alterations. A building permit application and HOA approval (if applicable) are required for this type of work.

- After all approvals, a permit must be issued within 6 months.

Zoning & Landscaping questions, refer to the Planning & Zoning webpage.
Flood plain questions, contact Emily Hardee at 843-918-1163 or ehardee@cityofmyrtlebeach.com.

City of Myrtle Beach
Floodplain Requirements
Ph: 843-918-1163 ☎ Fax: 843-918-1158

When applying for a building permit, the Construction Services Department will perform an initial check to see if your property is in one of the Special Flood Hazard Areas (SFHA), commonly known as floodplains.

If your property is located in a floodplain, there are special regulations that you will have to follow in addition to the other building and zoning codes. (The text can be found in Article 11 of the Zoning Ordinance.) The regulations are different, depending upon your SFHA designation.

There are two SFHA designations in the City of Myrtle Beach: AE zones and VE zones. Both have numbers assigned to them (called Base Flood Elevations, or BFEs). BFEs are the minimum height above sea level that the Federal Emergency Management Agency (FEMA) will allow you to build your first living floor. The City of Myrtle Beach adds three feet to this number, so that the first floor of your home has to be elevated to a height that equals the BFE + 3 feet.

Additionally, if your property is on the oceanfront, you may also be subject to regulations from other agencies (OCRM and DHEC). Information is available from the Plans Expeditor.

If you have any questions about floodplains and the regulations regarding the oceanfront, please call Emily Hardee, Floodplain Coordinator at 843-918-1163.

AE Zone (Coastal Inland Flood Area) Requirements

Residential Uses:

- The bottom of the lowest floor must be no less than three feet above the BFE for that property which includes basements but not garages.
- Any areas below the first floor (crawl spaces, etc) must be ventilated to allow floodwaters to pass through. There must be at least one vent per outer wall, and the total area of vented openings must equal 1 square inch per 1 square foot of the building's footprint. The bottom of the vent opening must be less than 12 inches from the adjacent grade.

Commercial Uses:

- Commercial uses may choose to use dry flood-proofing measures to flood-proof up to the equivalent of the BFE + 3 feet.

Both Residential and Commercial Uses:

- Fill dirt may be used to elevate to the BFE + 3 feet only if the fill is certified against scour by an engineer, and extends three feet horizontally from the building before dropping in slope.
- Living space is not allowed below the BFE.
- Recreational vehicles must be licensed, ready to move, and not on the site more than 180 consecutive days.

VE Zone (Coastal High Hazard Area) Requirements

Residential and Commercial Uses:

- The bottom of the lowest horizontal structural member must be no less than three feet above the BFE for that property. Basements are not allowed in the VE zones.
- The only uses allowed under the first floor are parking, building access, and limited storage areas.

- Fill is not allowed except in limited capacity around the building for landscaping purposes. This fill must be non-compacted and beach-compatible.
- Areas below the first floor may be enclosed but only by using one of the following methods:
  1. open wood lattice work;
  2. insect screening (intended to collapse under wind and water loads); or
  3. breakaway walls
- Breakaway walls must be designed to have a safe loading resistance of not less than 10 pounds per square foot and not more than 20 pounds per square foot (certified by an engineer or architect).
- Dunes may not be altered in such a way that would increase potential flood damage.
- Manufactured homes are prohibited.
- Recreational vehicles must be licensed, ready to move, and not on the site more than 180 consecutive days.

Inspection Requirements

Information Required, AE Zones:

- The elevation of the lowest floor, including basement.
- For fully enclosed areas below the BFE +3, a statement that the design will provide for "equalization of hydrostatic flood forces" in accordance with Section 2.6.1.2, ASCE 24.
- For dry flood-proofed nonresidential buildings, a statement that the dry flood-proofing is designed in accordance with ASCE 24.

Information Required, VE Zones:

- The elevation of the bottom of the lowest horizontal structural member.
- A statement that the building is designed in accordance with ASCE 24, including that pile or column foundation and building are designed to be anchored to resist flotation, collapse and lateral movement, and meet other load requirements in Chapter 16.
- Breakaway walls must be designed to resist a normal load of not less than 10 pounds per square foot, or more than 20 pounds per square foot, and documents must reflect this in accordance with ASCE 24.
- Electrical, mechanical and plumbing system components shall not be mounted on or penetrate through exterior walls that are designed to break away under flood loads.

Information Required, All Zones:

- Wood shall be pressure-preservative treated in accordance with AWPA C1, C2, C3, C4, C9, C15, C18, C22, C23, C24, C28, P1, P2 and P3, or the wood shall be decay-resistant heartwood of redwood, black locust, or cedar.

An Elevation Certificate is Required at Three Points of a Project:

- Prior to construction, with figures based on construction drawings (Construction Drawings);
- Once within seven days of the first floor (Building Under Construction); and
- After construction is completed but prior to the final inspections (Finished Construction).

Important Points to Consider:

1. A permit will not be granted without an elevation certificate; and
2. A certificate of occupancy will not be granted without the final elevation certificate.
3. An elevation certificate form (with instructions) can be found online via FEMA's web site: www.fema.gov/media-library/assets/documents

City of Myrtle Beach Floodplain Coordinator:
Emily Hardee 843-918-1163 or ehardee@cityofmyrtlebeach.com

This information must be on the drawing documents not attached to plans.

The following Compliance statements must be on the drawings:

2009 International Energy Conservation Code
Statement of acknowledgement of duct sealing section 403.2.2.
Statement of acknowledgement of building envelope air tightness and insulation installation shall comply with one of the following option section 402.4.2.1 or 402.4.2.2.
Statement of acknowledgement of energy-conserving measures for pool per section 403.9.1 through 403.9.3

Envelope Summary		
List the R-Value for the following Components:		
Flat Ceiling/Roof:	Foundation Slab:	Basement Continuous:
Exterior Wall:	Cantilevered Floor:	Crawlspace Continuous:
Attic Kneewall:	Slope/Vault Ceiling:	Floors over Unconditioned Space:
Basement Stud Wall:	Above Grade Mass Wall:	Other Insulation:
Crawlspace Stud Wall:	Attic Kneewall Sheathing:	

Fenestration Components:	
Window U-factor:	Window SHGC:
Skylight U-factor:	Skylight SHGC:
Glazed Door U-factor:	Opaque Door U-factor (<50% glazed):

Mechanical Summary	
Water heater energy factor: _____ Ef	Fuel type: ☐ Gas ☐ Electric ☐ LP
Number of heating and cooling systems: _____	Programmable Thermostats ____Yes ____ No
Heating system type (choose one):	
☐ Gas: _____ AFUE	☐ Air-source heat pump: _____ HSPF
☐ Other: _____	☐ Efficiency: _____

Unit sizing per M1401.3 IRC manual J is included.
Unit 1 _____ ton(s); Unit 2 _____ton(s); Unit 3 _____ ton(s); Unit 4 _____ ton(s)

Miscellaneous		
☐ Wood-burning fireplace (Gasketed doors & outdoor combustion air)	☐ Lighting equipment (min. 50% of lamps shall be high-efficacy lamps).	
☐ Pool Heater switching	☐ Time switches	☐ Pool Covers

Air Sealing and Insulation Option (choose one)	
☐ Testing Option Blower door	☐ Visual Inspection
Duct Sealing (choose one)	
☐ Post-Construction Test	☐ Rough-in Test
Along with the Mandatory Requirements one of the following methods must be used (choose one)	
☐ Prescriptive Methods	☐ Simulated Performance Method (ie. ResCheck)

City of Myrtle Beach
Residential Inspection Procedures and Jobsite Requirements
Construction Services Department
Ph: 843-918-1111/Fax: 843-918-1158

1. All subcontractors must have a business license with the City of Myrtle Beach for each job prior to starting work. A Certificate of Occupancy may be held or delayed if any subcontractor has failed to pay the required business license fee for the project. Please call the business license office at (843) 918-1200 with any questions.

2. Major Trades: Plumbing-Gas-Mechanical-Electrical shall be licensed by the State of South Carolina and possess a City of Myrtle Beach Business License and Master Trade Card before the trade permit(s) are issued. Provide the main permit number when applying for the trade permit. Trade permits are issued from 8:00am until 4:30pm at the Construction Services front counter. Please call (843) 918-1111 with any questions.

3. **Inspections:**

   - Call 843-918-1111 by 4:30pm to schedule a morning inspection between 8:00am -12:00pm the following day; call prior to 9:00am to schedule same day afternoon inspection between 1:00pm-5:00pm.
   - Beginning with the rough inspections through the final inspection; the contractor responsible for the project must call to schedule all inspections, including all trade permits associated with the project at the same time. All roughs (including trades) will be scheduled at the same time, and all final inspections (including trades) will be scheduled at the same time. The contractor is responsible for knowing the permit number(s) to schedule inspections (NO EXCEPTIONS).
   - When construction is in a Special Flood Hazard Area, the Under Construction Elevation Certificate is required to be submitted and approved before any rough/framing inspections will be scheduled; The Final Elevation Certificate is also required to be submitted and approved prior to any final inspections being scheduled. Contact the City of Myrtle Beach Floodplain Coordinator at 843-918-1163 with any questions.
   - The City of Myrtle Beach approved street address must be properly displayed on the building before courtesy electric inspection (permanent power to the building); missing or improperly displayed addresses will result in a failed inspection.
   - Lots in subdivisions must be easily identified with either the City approved address or the lot number. Lots not identified will result in the inspection being cancelled.
   - The City of Myrtle Beach stamped approved plans and permits shall be on the jobsite at all times. The absence of either will result in the inspection being cancelled.
   - A construction dumpster or other approved method of removing debris is required on each job site. Combustible debris shall not be allowed to excessively accumulate on site.
   - Prior to temporary electric power being approved a portable toilet must be on site.
   - Construction, excavation, demolition, alteration or repair of any building is allowed from 7:00am-11:00pm seven days a week.
   - Re-Inspections: Where inspections fail because of work not ready for inspection, numerous code violations or failing to meet any of these requirements, a $100.00 re-inspection fee will be imposed at the discretion of the inspector. Payment of the re-inspection fee is required before any inspections will be re-scheduled.

City of Myrtle Beach

Exhibit L. Schedule of Building Permit Charges

1. Construction Permit Fees

A. Single-family construction, and/or alterations, or repairs of any type structure

Total Valuation	Fee
Less than $1,000	No permit fee, permit required
$1,000 to $5,000	$50.00
$5,000 to $25,000	$50.00 for the first $5,000 plus $5.00 for each $1,000, or fraction thereof, over $5,000
$25,000 to $100,000	$175.00 for the first $25,000 plus $7.25 for each $1,000, or fraction thereof, over $25,000
$100,000 to $150,000	$523.00 for the first $100,000 plus $7.25 for each $1,000, or fraction thereof, over $100,000
$150,000 to $250,000	$769.00 for the first $150,000 plus $7.00 for each $1,000, or fraction thereof, over $150,000
$250,000 to $750,000	$1,244.00 for the first $250,000 plus $6.75 for each $1000, or fraction thereof, over $250,000
$750,000 to $5,000,000	$3,619.00 for the first $750,000 plus $6.50 for each $1,000, or fraction thereof, over $750,000
Over $5,000,000	$23,806.00 for the first $5,000,000 plus $5.50 for each $1,000, or fraction thereof, over $5,000,000

B. Commercial new construction:

Permit fees	$0.375 per square foot

2. Manufactured Home Permit Fees

Base	$150.00

3. Trade Permit Fees

Trade permits are required in addition to the Construction and Manufactured Home permit fees of above.

A. Mechanical Permit

$2,000 and less	$50.00
Over $2,000	$50.00 plus $5.00 for each 1,000, or fraction thereof, over $2,000

B. Plumbing Permit

Base Fee	$50.00
Per Fixture	$5.00
Sewer	$10.00
Vacuum Breaker	$5.00
Grease Trap	$10.00

C. Gas Permit

Base	$50.00
Per Appliance	$5.00

D. Electrical Permit

Base	$50.00
Temporary Service Pole	$20.00
Residential Service	$20.00
Commercial Service	$50.00
Each Sub-Panel	$20.00
Per 110 volt outlet	$1.00
Per 220/440 volt outlet	$4.00

4. Moving of Buildings or Structures

For the moving of any building or structure, the fee shall be One Hundred Fifty Dollars ($150.00).

5. Demolition of Buildings or Structures

For the demolition of any building or structure, the fee shall be One Hundred Fifty Dollars ($150.00).

6. Re-Inspection Fees

All re-inspection fees will be One Hundred Dollars ($100.00), which shall be paid before the re-inspection is made.

7. Penalties

Where work for which a permit is required by this code is started or proceeded prior to obtaining said permit, the fees herein specified shall be doubled; but the payment of such double fee shall not relieve any persons from fully complying with the requirements of this code in the execution of the work nor from any other prescribed penalties.

8. Plan-Checking Fees

A plan-checking fee shall be assessed in an amount equal to 60% of the building permit fee as determined in accordance with the construction permit fee sub-section herein above. In addition, $100 for residential and $250 for commercial plan-checking will be due at time of submission. Such plan-checking fee is in addition to the building permit fee. In the event of excessive (5 or more) plan resubmissions, a One Hundred Fifty Dollar ($150.00) fee will be incurred for each revision thereafter.

9. Sign Permit Fees

Permit and plan-check fees for signs shall be calculated in accordance with the Construction permit fees and plan-checking fees sub-section herein above.

10. Parking Lots, Driveways and Associated Landscaping Permit Fees

The permit fee for development of a parking lot or a driveway that is not associated with any other building development will be based on the contract value of the developed lot, including all landscaping and be determined in accordance with Construction Permit Fees sub-section herein above. Plan-checking fees will be sixty percent (60%) of the permit fees, payable at the time the permit application is made.

11. Commercial Storm Water Review Fee

Commercial projects that require a storm water plan review will be charged $250.00.

City of Myrtle Beach
Staff Contact List
Construction Services, Business Licensing & Public Works

CONSTRUCTION SERVICES	**843-918-1111**	**FAX 843-918-1158**
Director, Construction Services	**Chris Thompson**	**843-918-1183**
Administrative Division		
Permit Services Supervisor & Floodplain Coordinator	Emily Hardee	843-918-1163
Plans Expeditor (Residential)	Amy Carter	843-918-1164
Plans Expeditor (Commercial)	Colleen Hajnal	843-918-1195
Plans Expeditor	***Vacant***	
Permit Technician	Jacky Hogan	843-918-1161
Permit Technician	***Vacant***	
Property Maintenance Clerk	***Vacant***	843-918-1194
Inspection Division		
Deputy Building Official	Jimmy Brown	843-918-1154
Plans Examiner	Myron Cox	843-918-1193
Plans Examiner	Chris Owens	843-918-1159
Chief Building Inspector	Greg Bagley	843-918-1178
Building Inspector	Lynn Evans	843-918-1196
Building Inspector	Paul Cadieux	843-918-1144
Building Inspector	Matt Landrum	843-918-1165
Plans Examiner	Brent Owens	843-918-1117
Property Maintenance Inspector	Jamie Hucks	843-918-1078
Property Maintenance Inspector	Jody Lewis	843-918-1097
Property Maintenance Inspector	Manny Hernandez	843-918-1181
Property Maintenance Inspector	Rob Hood	843-918-1173
Property Maintenance Inspector	Miles Dumbleton	843-918-1068
Property Maintenance Inspector	Chris Ballatore	843-918-1067
BUSINESS LICENSE	**843-918-1200**	**FAX 843-918-1210**
Supervisor	Alten Driggers	843-918-1180
Code Enforcement Officer	Brittany Ozment	843-918-1218
Code Enforcement Officer	Jolie Householder	843-918-1174
ENGINEERING	**843-918-2000**	**FAX 843-918-2074**
Engineering Manager	John Johnson	843-918-2016
Civil Engineer	Mitch Combs	843-918-2027
Engineering Technician	Rick Dwyer	843-918-2034
Engineering Technician	Quinten Cecil	843-918-2036
Construction Inspector	Earl Sickels (cell 843-997-7129) or 843-918-2003	
Construction Inspector	Chase Parker (cell 843-997-7127) or 843-918-2013	
Construction Inspector	Jim Beachum (cell 843-591-8204) or 843-918-2000	

Refer to the Planning & Zoning webpage for list of contacts.

To Schedule Taps	843-918-2000
To Schedule Inspections	843-918-1111
Email address for building permit submittals	**planreviewer@cityofmyrtlebeach.com**
Email address for trade permits **(electrical, HVAC, plumbing, gas)**	**permittech@cityofmyrtlebeach.com**

CITY OF MYRTLE BEACH
BUILDING PERMIT APPLICATION

Job Site/ Physical Address	Building Use ❑ Commercial ❑ Residential	Zoning District	Flood Zone

Lot#	Block	Section/ Subdivision	TMS/ PIN

Owner of Property (Land Records)	Land Records Mailing Address: Utility Billing Address:	Phone
Lessee/Business Name	Mailing Address	Phone
Contractor	Mailing Address	Phone City License # State License #
Architect/Engineer	Mailing Address	Phone City License # State License #
Project Contact Name	Email Address	

Scope of Work ❑ New ❑ Addition ❑ Remove/Demo ❑ Int Repair ❑ Ext Repair ❑ Int Alteration ❑ Ext Alteration

Description of Work

CODE YEAR _____ ❑ IBC ❑ IRC	Tap Ticket(s)	Sprinkled ❑ Yes ❑No	❑Sprinkler Revisions Required ❑Fire Alarm Revisions Required	Type Construction	Occupancy Group

Total Valuation	Plan Review Fee	Permit Fee	Permit #

Date Received	CAB Approval Date	BZA Approval Date	Property Maintenance/ Stop Work ❑ Yes ❑ No	Date Issued

# Baths	# Bedrooms	# Dwellings	# Blgs	Total Sq Ft	Heated Sq Ft	Garage/ Storage Sq Ft	CoveredPorch/ Patio Sq Ft

Pursuant to SC Code 15-3-640, No actions to recover damages based upon or arising out of the defective or unsafe condition of an improvement to real property may be brought more than eight years after substantial completion of the improvement. Per City Ordinance, permits to do electrical, mechanical, gas or plumbing construction shall be issued only to a state licensed mechanical contractor or a certified master tradesman possessing a current business license and City trade card. This permit becomes null and void if work or construction which it authorized is not commenced within 6 months of its issuance, or if work or construction is suspended or abandoned for a period of 6 consecutive months at any time after it is commenced. This permit does not grant any right or privilege to erect any structure or to use any premises herein described for any purpose or in any manner prohibited by the Zoning Ordinance of the City of Myrtle Beach.
Sec 1702.A.1. *Minimum finished floor elevation (FFE).* All structures, not located in a special flood hazard area, shall have the lowest floor and all mechanical or electrical equipment, such as compressors, air conditioning units, etc., elevated no less than 18 inches above the highest crown of any abutting street or, at the owners' option, twenty-four inches above the average grade of the lot. Final site grading shall insure that ponding of storm water will not occur beneath the building not nearer than three feet from the building's perimeter or any mechanical or electrical equipment. All existing structures, not in a special flood hazard area, will be permitted to expand at the existing FFE.
If finished floor elevation not known, please initial the preceding statement: _____

I hereby certify that I have read and examined, or have had read to me, this application and understand this application to be true and correct. Compliance with all provisions of laws and ordinances governing this type of work shall be assured whether specified herein or not. The granting of this permit does not presume to give authority to violate or cancel the provision of any federal, state or local laws regulating construction, or the performance of construction.

Signature of Owner or Authorized Agent (Contractor)	Printed Name	Phone	Fax
Company	Email Address		

Project Approvals

Department	Required	Staff
Zoning	❑	
Flood	❑	
Building	❑	
Electrical	❑	
Plumbing	❑	
Landscaping	❑	
Engineering	❑	
Planning	❑	
Fire	❑	
Addressing	❑	
Business License	❑	

Required Permits

Permits	Permit Number
❑ Building	
❑ Electrical	
❑ Mechanical	
❑ Plumbing	
❑ Gas	
❑ Fire Alarm	
❑ Sprinkler	
❑ Supp System ❑ Hood	
❑ NFUS ❑ US ❑ DW	
❑ Pool	
❑ Fence	

Office Notes

Construction Services, 921 N Oak St, Myrtle Beach, SC 29577 Ph: 843-918-1111
Remit to Planreviewer@cityofmyrtlebeach.com or fax: 843-918-1158

CITY OF MYRTLE BEACH
CONSTRUCTION SERVICES
UTILITIES & SITEWORK PERMIT APPLICATION

Job Site/Physical Address			**Building Use** ☐ Res ☐ Comm	**Zoning District**	**Flood Zone**
Legal Description	**Lot #**	**Block**	**Section/Subdivision**	**TMS/PIN**	
Owner of Property		**Mailing Address**		**Phone**	
Lessee/Business Name		**Mailing Address**		**Phone**	
Contractor		**Mailing Address**		**Phone**	
				City License #	
				State License #	
Architect/Engineer		**Mailing Address**		**Phone**	
				City License #	
				State License #	
Work Classification: ☐ New ☐ Addition ☐ Alteration ☐ Repair ☐ Remove/Demo				**Property Maintenance** ☐ Yes ☐ No	
Nature of Work: ☐ Clearing & Grubbing ☐ Rough Grading, Cut & Fill ☐ Water ☐ Sewer ☐ Storm water ☐ Driveway ☐ Parking Lot ☐ Underground Fireline ☐ Dumpster Enclosure					
Description of Work:					
Drainage Information: Pipe Required ☐ Yes ☐ No		**Type of Surface:**		**Tap Ticket Number:**	
# of Existing Drives:	**# of Additional Drives:**	**Distance to Neighboring Drives:**	**Diameter:**	**Length:**	
Total Valuation		**Plan Review Fee**		**Permit Fee**	
Date Received	**CAB/BZA Approval Date**	**Date Issued**		**Permit #**	

UTILITIES & SITE PERMITS DO NOT COVER THE REMOVAL OF PROTECTED TREES UNLESS APPROVED BY THE CONSTRUCTION SERVICES DEPARTMENT AND SPECIFIED ON THE PERMIT.

Please check all that apply:

- ☐ No trees located on site; tree statement provided.
- ☐ Protected tree survey required/submitted.
- ☐ If protected trees will be impacted, mitigation or approved landscape plan submitted.

I hereby certify that I have read and examined, or have had read to me, this application and understand this application to be true and correct. Compliance with all provisions of laws and ordinances governing this type of work shall be assured whether specified herein or not. The granting of this permit does not presume to give authority to violate or cancel the provision of any federal, state or local laws regulating construction, or the performance of construction.

Signature of Owner or Authorized Agent	**Printed Name**	**Phone**	**Fax**
Company	**Email Address**		

Project Coordination

Department	Required	Permit Approval	Department	Required	Permit Approval
Construction Services:			**Fire**		
Zoning			**Engineering**		
Flood			**Planning**		
Building			**Business License**		
Landscaping					

This permit becomes null and void if work or construction which is authorized is not commenced within six months of its issuance, or if work or construction is suspended or abandoned for a period of 6 consecutive months at any time after it is commenced. This permit does not grant any right or privilege to erect any structure or to use any premises herein described for any purpose or in any manner prohibited by the Zoning Ordinance of the City of Myrtle Beach.

Construction Services, 921 N Oak St, Myrtle Beach, SC 29577 Ph: 843-918-1111
Remit to Planreviewer@cityofmyrtlebeach.com or fax: 843-918-1158

CITY OF MYRTLE BEACH
TRADE PERMIT APPLICATIONS

PLUMBING PERMIT APPLICATION

# OF	TYPE OF FIXTURE OR ITEM	FEE
	WATER CLOSETS (TOILETS)	
	BATHTUB	
	LAVATORY (WASH BASIN)	
	SHOWER	
	KITCHEN SINK AND DISPOSAL	
	DISHWASHER	
	LAUNDRY TRAY	
	CLOTHES WASHER	
	WATER HEATER	
	URINAL	
	DRINKING FOUNTAIN	
	FLOOR DRAIN	
	UTILITY SINKS	
	ICE MACHINES	
	GREASE INTERCEPTORS/OR TRAPS	
	VACUUM BREAKERS/HOSE BIBS	
	SEWER	
PERMIT FEE		
TOTAL FEE		

CONTRACTOR/ COMPANY	
ADDRESS	
CONTACT AND PHONE	
TOTAL JOB VALUE	
CITY LIC. NO.	STATE LIC. NO.
PERMIT NO. **P**	DATE ISSUED
Signature of Applicant and Print Name	

GAS PERMIT APPLICATION

# OF	TYPE OF FIXTURE OR ITEM	FEE
	GAS HOOKUPS PER APPLIANCE	
PERMIT FEE		
TOTAL FEE		

CONTRACTOR/ COMPANY	
CONTACT AND PHONE	
TOTAL JOB VALUE	
CITY LIC. NO.	STATE LIC. NO.
PERMIT NO. **G**	DATE ISSUED
Signature of Applicant and Print Name	

SEPARATE TRADE PERMITS ARE REQUIRED. This permit becomes null and void if work or construction which it authorized is not commenced within 6 months of its issuance, or if work or construction is suspended or abandoned for a period of 6 consecutive months at any time after it is commenced.
I hereby certify that I have read and examined, or have read to me, this application and understand this application to be true and correct. Compliance with all provisions of laws and ordinances governing this type of work shall be assured whether specified herein or not. The granting of this permit does not presume to give authority to violate or cancel the provisions of any federal, state or local laws regulating construction or the performance of construction.

ELECTRICAL PERMIT APPLICATION

# OF	TYPE OF FIXTURE OR ITEM	FEE
	RECEPTACLES	
	SWITCHES	
	LIGHTS	
	RANGES AND OVENS	
	DRYER (CLOTHES)	
	WATER HEATER	
	AIR CONDITIONER(S)	
	HEAT	
	SUB PANEL/TRANSFER SWITCH	
	TEMPORARY SERVICE	
	COMMERCIAL OR RESIDENTIAL METER(S)	
PERMIT FEE		
TOTAL FEE		

CONTRACTOR/ COMPANY	
ADDRESS	
CONTACT AND PHONE	
TOTAL JOB VALUE	
CITY LIC. NO.	STATE LIC. NO.
PERMIT NO. **E**	DATE ISSUED
Signature of Applicant and Print Name	

MECHANICAL PERMIT APPLICATION

# OF	TYPE OF FIXTURE OR ITEM	FEE
	CENTRAL AC UNIT/HEAT PUMP	
	DUCTWORK	
	HOOD INSTALL (BF PERMIT FOR SUPP. SYSTEM)	
PERMIT FEE		
TOTAL FEE		

CONTRACTOR/ COMPANY	
CONTACT AND PHONE	
TOTAL JOB VALUE	
CITY LIC. NO.	STATE LIC. NO.
PERMIT NO. **M**	DATE ISSUED:
Signature of Applicant and Print Name	

HOMEOWNER OR BUSINESS NAME

JOB SITE ADDRESS

HORRY COUNTY PIN

MASTER PERMIT NO (IF APPLICABLE)

Construction Services
921 N Oak St, Myrtle Beach, SC 29577
Phone: 843-918-1111
Remit to: permittech@cityofmyrtlebeach.com

CITY OF MYRTLE BEACH
CONSTRUCTION SERVICES DEPARTMENT
FENCE PERMIT APPLICATION

Job Site/ Physical Address			Building Use ☐ Commercial ☐ Residential	Zoning District	Flood Zone
Legal Description	Lot #	Block	Section	TMS/ PIN	
Owner of Property		Mailing Address		Phone	
Lessee (if applicable)		Mailing Address		Phone	
Contractor		Mailing Address		Phone City License # State License #	
Work Classification ☐ New ☐ Addition ☐ Alteration ☐ Repair ☐ Remove				Occupancy Group	
Description of Work					
Total Valuation		Plan Review Fee		Permit Fee	
Date Received	CAB Approval Date	BZA Approval Date	Date Issued	Permit #	

Myrtle Beach Code 1702.A.2.f. Fences, walls or hedges.

A solid fence, wall or hedge may project into or enclose required yards in all zones provided that maximum height, excluding posts and other structural components and excluding hedges in single family districts, as measured from grade at the fence, wall or hedge averaged across the length of the fence, wall or hedge does not exceed the following:

i. Required front yards--4 feet; fences may exceed 4 feet provided that of any such excess height of the fence, the visibility through it shall not be less than 50 percent and shall be equally apportioned in the entire length of any such fence. The maximum height of any such fence shall not exceed 5 ft.

ii. Required side yards--6 feet

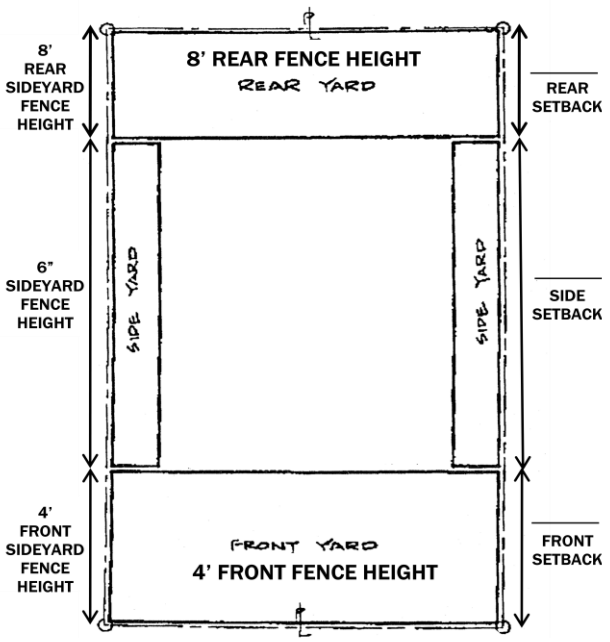
iii. Required rear yards--8 feet

iv. All yards for oceanfront lots -- 4 feet, fences on oceanfront lots may exceed 4 feet on the sides and rear, provided that of any such excess height of the fence, the visibility through it shall not be less than 50 percent and shall be equally apportioned in the entire length of any such fence. The maximum height of any such fence shall not exceed 5 feet.

v. Posts and other structural components may extend an additional 12" above the height limits of i-iv above.

All fences are to be of similar appearance on both sides of the fence. All structural support features of a fence or wall which make a side dissimilar from the other side must be placed on the interior side of such wall or fence.

Organization	Required	Approval Signature
Zoning	❑	
Flood	❑	
Building	❑	
Landscaping	❑	
Engineering	❑	
Business Licensing	❑	



This permit becomes null and void if work or construction which is authorized is not commenced within six months of its issuance, or if work or construction is suspended or abandoned for a period of 6 consecutive months at any time after it is commenced. This permit does not grant any right or privilege to erect any structure or to use any premises herein described for any purpose or in any manner prohibited by the Zoning Ordinance of the City of Myrtle Beach.

I hereby certify that I have read and examined, or have had read to me, this application and understand this application to be true and correct. Compliance with all provisions of laws and ordinances governing this type of work shall be assured whether specified herein or not. The granting of this permit does not presume to give authority to violate or cancel the provision of any federal, state or local laws regulating construction, or the performance of construction.

Signature of Owner or Authorized Agent	Printed Name	Phone
	Email	

Construction Services, 921 N Oak St, Myrtle Beach, SC 29577 Ph: 843-918-1111
Remit to Planreviewer@cityofmyrtlebeach.com or fax: 843-918-1158

Tree Statement

Construction Services
City of Myrtle Beach

843-918-1111
www.cityofmyrtlebeach.com
921 N Oak St, Myrtle Beach, SC 29577

Project Address _____

Horry County PIN or TMS # _____

Name of Property Owner _____

Phone _____ **Email** _____

Type of Construction: ❑ **Commercial** ❑ **Multi-family** ❑ **Residential**

New Construction, Additions, Pools, Fences or Accessory Structures
(Check all that apply and sign below)

_____ Tree survey combined with the proposed site plan, drawn and sealed by a registered surveyor, showing the location, type and diameter of the tree in accordance with City of Myrtle Beach Zoning Code Section 903.H. Trees to be removed due to proposed construction should be clearly labeled on site plan.

_____ There are no trees on the property.

_____ Proposed construction will not affect any trees on the property; tree protection must be in place for all remaining trees.

Tree protection inspection must be performed prior to plan approval on certain projects.
Contact Ryan Boyd at 843-918-1182/rboyd@cityofmyrtlebeach.com) or
Matt Brooks at 843-918-1166/mbrooks@cityofmyrtlebeach.com.

_____
Signature of Applicant (Owner or Authorized Agent)

_____ _____
Printed Name of Applicant **Date**

CITY OF MYRTLE BEACH
CONSTRUCTION SERVICES
SEWER ELEVATION CERTIFICATION

DATE: _____

PROJECT NAME: _____

PROJECT ADDRESS: _____

TAX MAP NUMBER: _____

PERMIT NUMBER: _____

I certify that the elevation of the sewer tap, the location and the elevation of the line from the building to the tap will meet the plumbing code requirement of 1/8 inch per foot.

PROPERTY OWNER: _____

SIGNATURE: _____

(OR)

CONTRACTOR NAME: _____

SIGNATURE: _____

(This verification letter must be submitted at time of application and before any temporary power or foundation inspection will be performed. The purpose is to ensure that proper drainage from building to city sewer is accomplished.)

City of Myrtle Beach
Department of Public Works – Engineering Division
Residential Driveway Requirements

- A Hold Harmless Agreement is required prior to the City permitting the construction, installation and/or modification of any driveway constructed of any material other than standard concrete or asphalt, such as concrete toppings, coatings, coloring, texturing, stamping, brick pavers, turf stone and/or other similar types of materials located within the public right-of-way (see attached Hold Harmless Agreement).
- All standard concrete driveways must be constructed of 6" minimum thick 3,000 psi concrete within the public right-of-way with optional fiber mesh reinforcement only and an expansion joint provided at the property line. A minimum five feet return radii shall be provided at the juncture with the roadway. Control joints shall be installed at the five feet-return radii. Pavers installed in the public right-of-way must be set on a 6" minimum non-reinforced concrete pad.
- Any person constructing, installing and/or modifying a driveway on a state owned right-of-way must obtain a SCDOT encroachment permit, as well as a City permit, prior to the construction of the driveway.
- Existing sidewalks and/or curbing in the public right-of-way located where a driveway is to be constructed, installed and/or modified must not be disturbed, removed and/or modified in any manner except for removing the section of sidewalk where the driveway is to be installed and replacing this portion of the sidewalk with 6" minimum thickness of 3000 PSI standard concrete (see attached sidewalk specifications).
- Sidewalks, handicap ramps, curbing etc shall comply with all current requirements of the Americans with Disabilities Act (ADA).
- The Owner/Contractor must call the City of Myrtle Beach Construction Services Department at 843-918-1111 for a driveway or sidewalk form inspection prior to installing the concrete. Any issues and/or concerns can be discussed at that time. A final inspection must be called in as well for the driveway or sidewalk at completion.

Jobsite Address & Lot # _____

TMS/PIN # _____

I have read and understand all of the above requirements:

_____

Property Owner/Authorized Representative (signature)

_____ _____

Print Name *Date*

City of Myrtle Beach

Department of Public Works - Engineering Division

P.O. Drawer 2468 ● Myrtle Beach, SC 29578

HOLD HARMLESS AGREEMENT FOR
RESIDENTIAL DRIVEWAYS

In consideration for the City of Myrtle Beach allowing the installation of a private driveway constructed of materials not standard to the City's Operation and Maintenance Personnel, specifically, concrete toppings, coatings, coloring, texturing, stamping, brick pavers, turf stone and/or other similar types of materials located within an existing public right-of-way at Property located at _____. being Horry County TMS/PIN# _____, I/We including successors and/or assigns, agree to hold the City of Myrtle Beach or its authorized agents harmless from any claims for damages of any kind to any real and/or personal property that is located with the public right-of-way in the course of repair, maintenance and/or inspection of utilities within the right-of-way in the course of repair, maintenance and/or inspections of utilities within the right-of-way and/or any improvements of any kind by the City or its authorized agents with the public right-of-way.

The replacement and /or repair for any driveway material other that standard non-reinforced concrete shall be the responsibility of the owner, its successors and/or assigns. This agreement is not, however, intended to relieve the City or its authorized agents from liability which may arise because of its negligence or negligence of its employees.

- If a sidewalk exists, specialty material shall only be allowed to be installed between the sidewalk and the property / right-of-way line.
- If no sidewalk exists, specialty material may be installed from the property / right-of-way line up to the existing asphalt roadway. If a new sidewalk is installed where the City has previously approved a specialty material driveway, a portion of the driveway shall be removed and replaced with standard concrete to accommodate the sidewalk.

_____ _____

Property Owner (sign here) *(please print name here)*

_____

Date

City of Myrtle Beach

Department of Public Works - Engineering Division

P.O. Drawer 2468 ● Myrtle Beach, SC 29578

HOLD HARMLESS AGREEMENT

RESIDENTIAL DRIVEWAYS
FOR EMMENS AND WITHERS PRESERVE

In consideration for the City of Myrtle Beach allowing the installation of a private driveway constructed of materials not standard to the City's Operation and Maintenance Personnel, specifically, concrete toppings, coatings, coloring, texturing, stamping, brick pavers, turf stone and/or other similar types of materials located within an existing public right-of-way at Property located at _____. being Horry County TMS/PIN# _____, I/We including successors and/or assigns, agree to hold the City of Myrtle Beach or its authorized agents harmless from any claims for damages of any kind to any real and/or personal property that is located with the public right-of-way in the course of repair, maintenance and/or inspection of utilities within the right-of-way in the course of repair, maintenance and/or inspections of utilities within the right-of-way and/or any improvements of any kind by the City or its authorized agents with the public right-of-way.

The replacement and /or repair for any driveway material other that standard non-reinforced concrete shall be the responsibility of the owner, its successors and/or assigns. This agreement is not, however, intended to relieve the City or its authorized agents from liability which may arise because of its negligence or negligence of its employees.

_____ _____

Property Owner (sign here) *(please print name here)*

_____

Date