



First in Service

City of Myrtle Beach Construction Services

Master Trade Card Process

The City of Myrtle Beach requires that a contractor must have a City of Myrtle Beach's Master Card in order to obtain a permit in any trade. Section 5-1-10 of the City Code, signed February 15, 1983 states "Permits to do electrical, mechanical or plumbing construction shall be issued only to a certified master tradesman possessing a current business license".

The ordinance states four ways in which you can obtain a Master Card. The applicant must be tested in the fields of plumbing, electrical or HVAC by:

- 1) Taking a written examination in the related field at Horry/Georgetown Technical College.
- 2) Possessing a valid contractor's license issued by the State of South Carolina.
- 3) Possessing a valid master trade card issued by the S.C. Municipal Association.
- 4) Possessing a valid S.C. Residential Homebuilders Specialty card - TESTED or EXAM will be shown on the SC LLR website.

Once you have met any one of the above requirements, please fill out the attached form, and bring the **original** along with a **passport size color photo and your driver's license** to the Construction Services Department at the City of Myrtle Beach City Services building located at 921 Oak Street. Hours of operation are from 8:00am to 5:00pm.

You may email the paperwork, head shot photo and copy of the driver's license of the qualifier to jhogan@cityofmyrtlebeach.com or krlong@cityofmyrtlebeach.com so that we can process the trade card.

Master trade cards are issued for a period of 4 years with a fee of **\$30.00**. Cards must be renewed before the expiration date. *The fee will be doubled if not renewed before the expiration date.*

Please take notice that permits **WILL NOT** be issued if you do not have a current master card.



City of Myrtle Beach
South Carolina

Office Use:
Trade Card No. _____
Receipt No. _____

APPLICATION FOR MASTER TRADE CERTIFICATION

This original application must be given to the Construction Services Department at the City Services building. The cost of a City of Myrtle Beach Master trade card is **\$30.00**. Permits will issued only when a current City of Myrtle Beach Master card is presented.

I. GENERAL INFORMATION:

Name: _____

Address: _____

City: _____ St: _____ Zip Code: _____

Home Phone Number: _____ Cell Phone Number: _____

Present Employer: _____

Employer Address: _____

City: _____ St: _____ Zip Code: _____

Business Phone: _____ Applicant's Position: _____

Date Of Birth: _____ State Driver's License #: _____
Mo Day Year

II: PURPOSE OF APPLICATION: *I hereby make application for **TRADE CERTIFICATION** to engage in an occupation or business (Master only) in the City of Myrtle Beach, South Carolina, as a:*

- MASTER ELECTRICIAN MASTER PLUMBER MASTER MECHANICAL

In order to qualify for a City of Myrtle Beach Master card you must have one of the following:

- A. Current South Carolina State License _____
or
B. South Carolina Municipal Association Trade Card Certification _____
or
C. Have passed a Block Test _____

I hereby certify that the foregoing statements are true and correct to the best of my knowledge and belief. I authorize the City of Myrtle beach to conduct any investigation it deems necessary to evaluate this application.

SIGNATURE OF APPLICANT

DATE