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 acarter@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.
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