



## Single-Family, Duplex Dwellings and Additions Submittal Requirements

***NOTE: All single-family dwellings are reviewed using the International Residential Code (IRC) 2021 standards (with modifications).***

### **Plan Submittal Requirements:**

- For commercial, multifamily and/or oceanfront single-family construction, refer to the Community Appearance Board (CAB) approval process prior to submittal on the [Planning & Zoning](#) webpage.
- All plans must be submitted through the plans expeditor email [planreviewer@cityofmyrtlebeach.com](mailto:planreviewer@cityofmyrtlebeach.com). Submit one email consisting of a PDF document of the applications, HOA approval letter (if applicable), sewer elevation form, tree statement form, driveway requirements and driveway hold harmless forms, a PDF document of the proposed site plan and a PDF document of the plans (both architectural and structural, stamped by the HOA/ARC, if applicable and including the IECC coversheet). If located within a flood zone, an elevation certificate may be required. If the file is too large to send via email, use the cloud server or dropbox link.
- All revisions must be sent to [planreviewer@cityofmyrtlebeach.com](mailto:planreviewer@cityofmyrtlebeach.com) and accompanied by a detailed transmittal letter listing the revision page(s) numbers and description of the clouded revisions. If the file is too large to send via email, email the cloud server or dropbox link.
- All plans must go through the departmental plan review and each submittal will be treated equally. Please allow 15-20 business days for review. During the review, if staff finds additional approval is required from SCDOT, DHEC, OCRM, Standard Code Board, Board of Zoning Appeals, Planning Commission, and/or City Council, it may delay the permit approval.
- If the contractor has not been chosen by the time of plan submittal, it can be provided at the time of permitting. A job value of the project is required on the permit application at the time of plan submittal.
- All fees will be due at the time of permitting (permit fee, plan review fee, water & sewer application fees, and Business License fees). Acceptable forms of payment are cash, check, Visa, or Mastercard.

Requirements of minimum standards for complete construction drawings and specifications for most building projects are listed below. Based on the complexity of the project, more information may be necessary.

**Incomplete submittals will not be accepted.**

### **Cover sheet details for full construction plans should include the following:**

- Project Identification and address
- Title block showing owner, project address and location map
- Listing of design professional
- The prime professional who is responsible for project coordination.
- Gross building area, height and number of stories (on elevated structures, indicate any enclosed area, storage and/or parking areas used under structure.)
- Design criteria list
  - Code compliance statement stating plans are designed in conformance with the 2021 IRC, IMC, IPC, 2009 IECC and 2020 NEC.
  - Former use of building and proposed use

- Occupancy category
- Component Importance Factor
- Square footage of building space
- Type of construction
- Interior finish classification
- Occupancy load; show calculations on plans
- Indicate if building has a fire sprinkler system
- Wind, seismic, live loads etc.
- Protection of openings to show design pressure rating of windows and doors on plan
- Roof systems and coverings
- Light and vent calculations
- Windborne debris protection by one of the following for enclosed design buildings:
  - a. Plywood panels, provided window does not exceed one sheet size
  - b. Impact resistant glazing
  - c. Storm shutters must be tested to the standard for ASTM E1996 & ASTM E1886.

### **Exterior Elevations**

- Any exterior modifications must have CAB approval before starting work for oceanfront new construction single family; refer to the CAB Submittal Requirements for further details.
- Exterior elevations are not required for non-oceanfront new single-family construction or modifications, although views from all sides is required.
- Indicate vertical dimensions and from grade to top of foundation, finished floors, attic and highest point of roof.
- Show all openings, components, exterior finish materials, exterior stairs, decks, etc and identify all materials.

### **Foundation plan**

- Foundation plan including Finished Floor Elevation (FFE)
- Provide geo-technical assumptions used for foundation design
- When fill or unstable soils are present provide geo-technical criteria or soil reports used for foundation design.
- Show complete foundation and/or any spot or continuous footings.
- Show size, locations, thickness, materials strengths and reinforcing.
- Show imbedded anchoring such as anchor bolts, hold-downs, column base plates etc.
- Pile foundations showing layout, material specifications and bracing.

### **Floor plan**

- Floor plan including cross-section of walls
- Chimney and fireplace details
- Total square footage
- Provide gross floor area for each floor
- Stairway details
- Indicate all floors including grade level parking or storage
- Label all rooms, with their proposed use, overall dimensions and locations of structural elements and openings.
- Indicate all required life safety elements to include all areas requiring fire separation
- Show egress paths and travel distances & distance apart of exit doors or exit access doorways on plan.

## **Framing plan**

- Indicate primary structural member size, methods of attachments, location and materials for floors and roofs. Provide basic design criteria and material specifications.
- Provide material specifications and grades for wood structural panels, studs, headers, joists, trusses etc.
- Specify corner bracing, shear wall lengths, fasteners, hold-downs, high wind connectors, spacing and location.
- If roof is stick built on site, a roof framing plan designed by an engineer is required.
- Any items not specified in the plans, incorrectly installed or changed by the contractor discovered on framing inspections will require amendment by an engineer. The job will be stopped until corrected.

## **Building sections and wall sections**

- Indicate materials to be used in construction including interior and exterior finish materials.
- Indicate fire rated assemblies; provide specific UL designs, specify fire stopping and draft stopping.
- Decks and stairs – provide construction details of stairs, rise/run, treads, guardrails, handrails and clearances.
- Show guardrail detail for guardrails on the 1<sup>st</sup> and 2<sup>nd</sup> stories within 10' of pool.
- Stem wall foundations or masonry walls; provide construction requirements.
- Indicate locations of required insulation and R-factors.
- Wood structural nailing or screwing schedules; include roof, floors, exterior sheathing.
- Hurricane connectors, hold-downs, strapping etc.

## **Heating, ventilation, and air conditioning**

- Show location(s) of HVAC unit(s), size of unit(s) heat & return air runs and show fire dampers in rated walls.
- Show location of air handler and size of units(s).

## **Electrical system**

- Indicate on plans the location of all electrical devices, fixtures, receptacles, circuits, grounding etc.
- Show the location of all electrical panels and sub-panels.
- Show detail of seismic bracing for emergency or standby systems and electrical equipment.

## **Plumbing system**

- Indicate on plans fixtures, piping, materials and sizes.
- Show detail of seismic bracing for water heater, boiler etc.

## **Energy Code Compliance**

All building permit applications must be accompanied by documentation demonstrating compliance to the 2009 IECC. In accordance with the IECC, the following items must be shown on all building plans for new construction and heated additions:

- Total building performance
- Energy analysis and supporting documentation shall be prepared by a registered design professional and submitted with plans
- Fenestration calculations showing U values for each window and door on window and door schedule
- Air leakage
- Sealing of the building envelope
- Outdoor air intakes and exhaust openings
- Loading dock weather seals
- Vestibules
- Recessed luminaries

- Building mechanical systems (show SEER or performance required of each piece of equipment; HVAC system controls HVAC equipment efficiencies, including make, model number, and SEER rating.
- Duct and plenum insulation and sealing R-value of all insulation in floor systems, walls, attics, and crawl spaces.
- Solar Heat Gain Coefficient (SHGC) for all windows and doors.
- Piping insulation
- Place statement on plans: Upon final inspection the design professional shall provide evidence of system completion
- Minimum efficiency of and controls for water-heating equipment and insulation of hot water piping  
Electrical power and lighting systems.

### **Landscape Plan, Survey and/or Site Plan Requirements**

- Tree survey drawn to the same scale as the site plan in accordance with Zoning Code Section 902.H.
- Survey not more than six (6) months old, signed and sealed by a SC registered land surveyor or civil engineer. The survey must include:
  - Current tax map number
  - Tax map number, Subdivision Name, lot, block and section
  - Footprints and elevations of any structures, decks, secondary buildings, fences or other tangible items drawn to scale (1" = 20')
  - Driveway cuts and dimensions
  - Proposed water meter and sewer location
  - Include drainage flow direction arrows, roof downspouts and associated piping, adjacent roads, ditches, pipelines, culverts, any existing and proposed watercourse, wetland, swales, pipes, catch basins, etc.
  - Elevations of the center of the road, existing and proposed, of all corners at 25-foot intervals along and 5 feet beyond each property line, and at any distinguishing feature on or off site that could in any way impact storm water flow from the property.
  - Flood zone lines, if applicable. If the property is in a flood hazard zone, the proposed elevation of the lowest finished floor or the bottom of the lowest horizontal support member, depending on the flood hazard zone.
- Proposed site plan, drawn to a scale of at least **1 inch = 20 feet** indicating all existing features on the parcel which are to be retained, proposed structures (including FFE of building, zoning code Section 1702.A.) and improvements, driveways and utility services.

### **Additional notes:**

1. It is the responsibility of the property owner and/or an authorized representative to ensure that any installed driveway complies with all City of Myrtle Beach Codes and Policies. Failure to comply will result in the disapproval of the driveway upon final inspection by the Public Works Department. Approval will not be granted until the driveway is in compliance.
2. The property owner may be permitted to beautify the portion of the public right-of-way abutting the property by the planting of grass when such does not interfere with the purpose of the City. In the context of this ordinance, "grass" is a narrow-leaved green herbage of the Gramineae family that does not exceed twelve inches 12" in height. The abutting property owner may be permitted to install a "breakaway" mailbox with supports no larger than four inches 4" by four inches 4", or a two-inch 2" diameter standard steel or aluminum pipe, buried no more than twenty-four inches 24" in the ground.
3. No person may build any structure(s) or modify the property in any manner such that it backs storm water up on another property or changes the flow of storm water runoff of another property. It is a violation of City Code if this project has a negative impact on adjacent properties regarding storm water runoff. Proper

erosion control measures are required on each construction site such that soil or sand will not be transported from the property by storm water runoff. These measures may include but are not limited to silt fences, rock check dams, undisturbed buffer, ground stabilization mats, grassing, etc. A silt fence must be installed around all disturbed property. The silt fence must be in compliance with the attached silt fence detail.

**Required permits and licenses:**

- A separate permit is required for fences, pools, any separate structures and dune walkovers.
- A separate permit is required for plumbing, electrical, heating & air and gas; only a contractor having a City of Myrtle Beach master tradesman card in their respective trade may perform work of these types in the City of Myrtle Beach.
- Additionally, all contractors must have a valid City of Myrtle Beach business license in order to operate in the City limits.
- A tree removal permit may be required for the removal of certain trees; contact the City's Landscaping Code Enforcement official if you have questions.
- Prior to acceptance of a final inspection and/or issuance of a Certificate of Occupancy (CO), a certificate in compliance with section 401.3 of the IECC shall be permanently affixed to the electrical distribution panel and contain all information required by section 401.3
- Myrtle Beach, South Carolina is in Climate Zone 3.

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