City of Myrtle Beach
New Residential Construction
Permit Procedures and Forms

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  - Residential Driveway Compliance Agreement
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  - Hold Harmless Agreement for Residential Emmens Preserve Driveways
- Sewer Elevation Certificate

Contact:

Laura Thomas
Residential Plans Expeditor/BZA Secretary
Construction Services
921 N Oak St
Myrtle Beach, SC 29577
843-918-1184/fax: 843-918-1158
lthomas@cityofmyrtlebeach.com
City of Myrtle Beach
Construction Services
Commonly Asked Questions for Oceanfront Properties, Commercial and Multi-family Construction

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

- 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 alterations and new construction on all oceanfront properties, commercial and multi-family, 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

- Will I need a Preconstruction Meeting?
  - Required for new commercial, multi-family and parking lots.

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

Zoning questions, contact Charles Rowe at 843-918-1179 or crowe@cityofmyrtlebeach.com.

Landscaping code questions, contact Joshua Whitney at 843-918-1173 or jwhitney@cityofmyrtlebeach.com.

Flood plain questions, contact Emily Hardee at 843-918-1163 or ehardee@cityofmyrtlebeach.com.
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
Single-Family Dwellings and Additions
Submittal Requirements

NOTE: All single-family dwellings are reviewed using the
International Residential Code (IRC) 2015 standards (with modifications).

Plan Submittal Requirements:

- If property is commercial, multifamily and/or oceanfront single-family construction, refer to the Community Appearance Board (CAB) approval process procedures prior to submittal located on the City’s website at www.cityofmyrtlebeach.com.

- Plans that are not required to be presented to the CAB can be dropped off between the hours of 8:00am and 4:30pm Monday through Friday. If submitting by mail, please send to the address on the cover page.

- Current CAB applicants must submit all revised items by 4:00pm on the Monday prior to the CAB meeting date. CAB revisions will not be accepted on the CAB meeting day. CAB plan revisions received after 4:00pm on Monday prior to the CAB meeting date will require a new application form to be submitted for the next scheduled CAB meeting.

- All plans must be submitted through the plans expeditor. Applicants may arrange a pre-application meeting through the plans expeditor.

- An SC licensed general contractor or residential builder must perform the work on residential structures when the cost of the project exceeds $5,000. Please inquire about licensing at the time of application.

- Provide a landlord/HOA letter of approval at time of submittal if required.

- If the contractor has not been chosen by the time of plan submittal, it can be provided at the time of permitting. An approximate value of the project is required on the permit application at the time of plan submittal.

- All plans must go through the departmental plan review and each submittal will be treated equally. Please allow 5-10 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.

- 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.

- All revisions must be accompanied by a transmittal letter stating revised page(s) and description of the revision. Please cloud all revisions on plans. Individual revised sheets may be changed out of original plans, by the applicant, if desired. If submitting by mail, please submit complete plans.

- Submit three sets of drawings which must be sealed & signed by an Engineer or Architect legally registered by the State of SC.
Requirements of minimum standards for complete construction drawings and specifications for most building projects (new construction, additions and/or alterations) is listed below. Based on the complexity of the project, more information may be necessary. Provide a completely filled out permit application and three sets of plans collated, bound, and rolled into sets. All submittals must have all required paperwork and items. Incomplete submittals will not be accepted.

**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.

**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.

**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 2015 IRC, IMC, IPC, 2009 IECC and 2014 NEC.
  - Former use of building and proposed use; label existing use and proposed work to be done
- 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.

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 1st and 2nd 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
- 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
Additional items that may apply:

1. If located in a flood zone, an elevation certificate is required for submittal.
2. 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 City Public Works Department. Furthermore, no approval will be granted until the driveway is in compliance.
3. 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.
4. 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 off of 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, the contractor 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.
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

<table>
<thead>
<tr>
<th>Envelope Summary</th>
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<tbody>
<tr>
<td>List the R-Value for the following Components:</td>
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<tr>
<td>Flat Ceiling/Roof:</td>
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<td>Exterior Wall:</td>
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<td>Attic KneeWall:</td>
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<tr>
<td>Basement Stud Wall:</td>
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<td>Crawlspace Stud Wall:</td>
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<tr>
<th>Fenestration Components:</th>
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<tbody>
<tr>
<td>Window U-factor:</td>
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<tr>
<td>Skylight U-factor:</td>
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<td>Glazed Door U-factor:</td>
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<tr>
<th>Mechanical Summary</th>
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<tr>
<td>Water heater energy factor: ______ Ef</td>
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<tr>
<td>Number of heating and cooling systems: ______</td>
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<thead>
<tr>
<th>Heating system type (choose one):</th>
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<tr>
<td>☐ Gas: __________ AFUE</td>
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<td>☐ Other: ________________</td>
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Unit sizing per M1401.3 IRC manual J is included.

<table>
<thead>
<tr>
<th>Unit 1 ton</th>
<th>Unit 2 ton</th>
<th>Unit 3 ton</th>
<th>Unit 4 ton</th>
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<tr>
<th>Miscellaneous</th>
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<tbody>
<tr>
<td>☐ Wood-burning fireplace (Gasketed doors &amp; outdoor combustion air)</td>
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<tr>
<td>☐ Pool Heater switching</td>
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<table>
<thead>
<tr>
<th>Air Sealing and Insulation Option (choose one)</th>
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<tbody>
<tr>
<td>☐ Testing Option Blower door</td>
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<tr>
<th>Duct Sealing (choose one)</th>
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<tr>
<td>☐ Post-Construction Test</td>
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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.
• Prior to final inspection, call for a driveway form inspection to insure compliance with Public Works driveway standards.
• Prior to final inspection for residential single-family construction, a post development drainage verification survey must be stamped by a registered SC professional engineer, registered landscape architect or registered land surveyor and emailed to postsw@cityofmyrtlebeach.com. Engineering will review the survey for high points and relevant grading elevations of significance. Once it is approved and you are notified, a final inspection can be scheduled when ready. Please contact John Johnson at 843-918-2016 with any questions.

4. Plan Changes: Any change in the approved job site set of plans may result in resubmittal to the plan expeditor. The inspector or the plan reviewer will make this determination. See the inspector or plan reviewer before making changes! Note: Structural changes always require plan resubmittal. For oceanfront homes, exterior revisions to building or land require approval from the Community Appearance Board.

5. Provide and maintain a hard surface access road to all buildings on the job site capable of supporting the loads of emergency vehicles.

6. If project will be blocking the street or right-of-way, at any time, a street obstruction permit is required. Contact Chase Parker at 843-997-7127 or Earl Sickels at 843-997-7129 for a permit.

7. Problems that may result in a Stop Work Order: Subs not licensed, repeated code violations or any other problems will result in a STOP WORK ORDER issued to the sub. If the need for another STOP WORK ORDER is to be issued, it will be issued for the ENTIRE JOB. A meeting will be held in the City Services Building to resolve the situation.

8. Damage to any existing improvements in the right-of-ways, including pavement, pavement markings, curbing, sidewalks, landscaping, etc., shall be repaired and/or replaced by the contractor/developer upon notification by the City.

9. Call 918-2000 for scheduling of water meters and sewer taps. Allow up to 10 working days for water meter installations after fees have been paid. For line locates, please call PUPS at 1-888-721-7877 three (3) days prior to digging.

10. Temporary Certificate of Occupancy (TCO):

• Upon proof of extenuating circumstances, the Building official may issue a TCO
• A TCO is valid for 30 to 60 days only before a CO shall be issued
• All life safety items passed.

11. One construction sign, no larger than 32 square feet is allowed during construction for each job site, not each contractor. The construction sign may be installed once the sitework permit is issued and must be removed within 48 hours from the issuance of a Certificate of Occupancy (CO).
**City of Myrtle Beach**  
**Staff Contact List**

<table>
<thead>
<tr>
<th>CONSTRUCTION SERVICES</th>
<th>843-918-1111</th>
<th>FAX 843-918-1158</th>
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<tbody>
<tr>
<td>Director, Construction Services</td>
<td>Chris Lee</td>
<td>843-918-1154</td>
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</table>

**Zoning/Code Enforcement Division**
- Zoning Administrator: Kenneth May 843-918-1167
- Chief Code Enforcer: Charles Rowe 843-918-1179
- Signs/Awnings/Lighting: Matt Brooks 843-918-1166
- Code Enforcement Oceanfront Encroachments/Abandoned Vehicles: Ron Gary 843-918-1198
- Landscaping: Joshua Whitney 843-918-1173
- Code Enforcement (DRC): James Hill 843-918-1182
- Code Enforcement (DRC): Manny Armijo-Hernandez 843-918-1181

**Inspection Division**
- Deputy Building Official: Chris Thompson 843-918-1183
- Plans Examiner: Patrick Ryan 843-918-1193
- Building Inspector: Greg Bagley 843-918-1178
- Building Inspector: Lynn Evans 843-918-1196
- Building Inspector: Jodi Greenwood 843-918-1170
- Building Inspector: Paul Cadieux 843-918-1144
- Building Inspector: Chris Owens 843-918-1159
- Electrical Inspector: Steve Walker 843-918-1052
- Property Maintenance Inspector: Robert Collins 843-918-1182
- Property Maintenance Inspector: Jamie Hucks 843-918-1078

**Administrative Division**
- Permit Services Supervisor & Floodplain Coordinator: Emily Hardee 843-918-1163
- Plans Expeditor (Commercial) & CAB Secretary: Heidi Soos 843-918-1165; Fax x1478
- Plans Expeditor (Residential) & BZA Secretary: Laura Thomas 843-918-1184
- Plans Expeditor (Commercial Sprinkler/Fire Alarms): Colleen Hajnal 843-918-1195
- Permit Technician: Amy Carter 843-918-1164
- Permit Technician: Jacky Hogan 843-918-1161
- Property Maintenance Clerk: Teresa Crawford 843-918-1194

**BUSINESS LICENSE**
- Supervisor: Brittany Baker 843-918-1180
- Code Enforcement Officer: Natalie Warren 843-918-1218
- Code Enforcement Officer: Lisa LeCours 843-918-1174

**ENGINEERING**
- Engineering Manager: John Johnson 843-918-2016
- Civil Engineer: Tommy Holt 843-918-2076
- Engineering Technician: Jhonathan DeLeon 843-918-2027
- Construction Inspector: Earl Sickels (cell 997-7129) 843-918-2003
- Construction Inspector: Chase Parker (cell 997-7127) 843-918-2013

To Schedule Taps  
To Schedule Inspections  
843-918-2000  
843-918-1111
## CITY OF MYRTLE BEACH
### BUILDING PERMIT APPLICATION

<table>
<thead>
<tr>
<th>Job Site/ Physical Address</th>
<th>Building Use</th>
<th>Zoning District</th>
<th>Flood Zone</th>
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<tbody>
<tr>
<td>Lot#</td>
<td>Block</td>
<td>Section/ Subdivision</td>
<td>TMS/ PIN</td>
</tr>
</tbody>
</table>

### Owner of Property (Land Records)
- Land Records Mailing Address:
- Utility Billing Address:

### Lessee/Business Name
- Mailing Address

### Contractor
- Mailing Address

### Architect/Engineer
- Mailing Address

### Project Contact
- Name:
- Email Address

<table>
<thead>
<tr>
<th>Scope of Work</th>
<th>New</th>
<th>Addition</th>
<th>Remove/Demo</th>
<th>Int Repair</th>
<th>Ext Repair</th>
<th>Int Alteration</th>
<th>Ext Alteration</th>
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### Description of Work

### CODE YEAR
- IBC
- IRC
- Tap Ticket(s):
- Sprinkled
- Yes
- No
- Sprinkler Revisions Required
- Fire Alarm Revisions Required
- 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 SF
- Covered Porch/ Patio SF

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:

\[\text{INITIAL} \]

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

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<tr>
<th>Department</th>
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<td>Fence</td>
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### Office Notes

Rev 8-22-18

**REV 9/11/18**

14
### Plumbing Permit Application

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<th>TYPE OF FIXTURE OR ITEM</th>
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### Mechanical Permit Application

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### Gas Permit Application

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### Please check one:

- ☐ No Subs
- ☐ Subs (attach list)
- ☐ May Use Subs (attach list)
The City of Myrtle Beach Construction Services Department is responsible for reviewing and approving fence permits. The application form includes sections for the job site/physical address, legal description, owner of property, lessee (if applicable), contractor, and work classification. There are fields for the description of work, total valuation, plan review fee, and permit fee.

As for the legal requirements, Myrtle Beach Code 1702.A.2.f. Fences, walls or hedges, states that 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 feet.

- **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.

The application also includes a section for the organization required approval signature, and there is a diagram illustrating the setback requirements for different parts of the fence.

The 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.

The applicant must certify that they have read and examined, or have had read to them, 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.

**REV 9/11/18**
### CITY OF MYRTLE BEACH
### CONSTRUCTION SERVICES
### BUILDING FIRE PERMIT APPLICATION

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<td>□ Addition</td>
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<td>□ Alteration</td>
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<tr>
<td>□ Repair</td>
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<tr>
<td>□ Remove/Demo</td>
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<table>
<thead>
<tr>
<th>Nature of Work:</th>
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<tbody>
<tr>
<td>□ Sprinkler System</td>
<td>□ Fire Alarm System</td>
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<tr>
<td>□ Kitchen Hood w/Suppression</td>
<td>□ Automatic Extinguishing System (Requires mechanical permit)</td>
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<tr>
<td>□ Underground Fireline</td>
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<th>Description of Work</th>
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<th>IBC/IRC CODE YEAR</th>
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<th>Type Construction</th>
<th>Occupancy Group</th>
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<th>Date Issued</th>
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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.

<table>
<thead>
<tr>
<th>Signature of Owner or Authorized Agent</th>
<th>Printed Name</th>
<th>Phone</th>
<th>Fax</th>
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### Project Coordination

<table>
<thead>
<tr>
<th>Department</th>
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<tbody>
<tr>
<td>Zoning</td>
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<td>Business License</td>
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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.
TO: Construction Services, City of Myrtle Beach

FROM:__________________________________________________________

DATE:__________________________________________________________

RE: TREE PROTECTION AT

ADDRESS: ______________________________________________________

TYPE OF CONSTRUCTION: _________________________________________

A complete tree survey is not necessary for an addition, pool, fence or accessory structure, however:

• If there is a tree located within the area to be constructed upon at the location, the type and diameter of the tree must be stated on the plans.
• If there are no trees to be disturbed in the construction area, a signed statement must be provided stating that there are no trees to be disturbed.

New Construction
• A tree survey is required on all new construction.
• If there are no trees on the property, a signed statement must be provided.

There are no trees to be disturbed on the above referenced property.

Signature: __________________________ Date: _______________________

Print Name: _________________________
**CITY OF MYRTLE BEACH**  
CONSTRUCTION SERVICES  
UTILITIES & SITEWORK  
PERMIT APPLICATION

<table>
<thead>
<tr>
<th>Job Site/Physical Address</th>
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<th>City License #</th>
<th>State License #</th>
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**Work Classification:**  
☐ New ☐ Addition ☐ Alteration ☐ Repair ☐ Remove/Demo ☐ Property Maintenance

**Nature of Work:**  
☐ Clearing & Grubbing ☐ Rough Grading, Cut & Fill ☐ Water ☐ Sewer ☐ Storm water ☐ Driveway  
☐ Parking Lot ☐ Underground Fireline ☐ Dumpster Enclosure ☐ Landscaping (Commercial, Multi-family & Oceanfront SFRs)

**Description of Work:**

- Drainage Information:  
  ☐ 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

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<th>Department</th>
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**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.**
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
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 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.

__________________________________________  (please print name here)

Property Owner (sign here)

__________________________________________

Date

REV 9/11/18
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 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 than 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
CITY OF MYRTLE BEACH
CONSTRUCTION SERVICES
SEWER ELEVATION CERTIFICATION

DATE: ________________________________

PROJECT NAME: ________________________________

PROJECT ADDRESS: ________________________________

TAX MAP NUMBER: ________________________________

PERMIT NUMBER: ________________________________

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

PROPERTY OWNER: ________________________________

SIGNATURE: ________________________________

(OR)

CONTRACTOR NAME: ________________________________

SIGNATURE: ________________________________

(This verification letter must be remitted to Construction Services before any temporary power or foundation inspection will be performed. The purpose is to insure that proper drainage from building to city sewer is accomplished.)