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 2018 IRC, IMC, IPC, 2009 IECC and 2017 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
- 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.