



## HOW TO DO BUSINESS WITH CONSTRUCTION SERVICES

Note: All forms are available online. For quick access, scan the QR Code.  
Or, visit <https://tinyurl.com/ConstructionServicesDeptForms>.



### BUILDING PERMIT APPLICATIONS

**Email:** [planreviewer@cityofmyrtlebeach.com](mailto:planreviewer@cityofmyrtlebeach.com)  
**Residential Permits:** Laura Thomas, (843) 918-1184  
**Commercial Permits:** Colleen Hajnal, (843) 918-1195  
**Other Permits:** Amy Carter, (843) 918-1164

**Directions:** Visit <https://tinyurl.com/ConstructionServicesDeptForms>, download building permit instructions and applications, and complete the required forms. Then, attach files to an email and send to [planreviewer@cityofmyrtlebeach.com](mailto:planreviewer@cityofmyrtlebeach.com). Be sure to include construction drawings, the survey and any other required documents. Plan reviews take an average of 7-10 business days. As soon as your permit is ready, you will be contacted by email or phone.

### TRADE PERMIT APPLICATIONS

**Email:** [permittech@cityofmyrtlebeach.com](mailto:permittech@cityofmyrtlebeach.com)  
**Phone:** (843) 918-1111  
**Schedule Building Inspections:** (843) 918-1111

**Directions:** Here's the information you will need to provide when requesting an inspection: building permit number, type of inspection, job site address, contact name, phone number, email address, day of inspection, and whether you'd like a morning inspection window (8:00 a.m. to 12:00 p.m.) or afternoon inspection window (1:00 to 4:00 p.m.). Specific times are available. Send post stormwater surveys to [postsw@cityofmyrtlebeach.com](mailto:postsw@cityofmyrtlebeach.com).

### QUESTIONS & ADDITIONAL INFORMATION

**Building Codes:** [mrcox@cityofmyrtlebeach.com](mailto:mrcox@cityofmyrtlebeach.com), (843) 918-1193  
**Flood Zones:** [ehardee@cityofmyrtlebeach.com](mailto:ehardee@cityofmyrtlebeach.com), (843) 918-1163  
**Property Maintenance/Code Enforcement:** [propertym@cityofmyrtlebeach.com](mailto:propertym@cityofmyrtlebeach.com), (843) 918-1111  
**Other Inquiries:** (843) 918-1111

### PAYMENTS

**Phone:** (843) 918-1162  
**Directions:** Payments are accepted via phone, by appointment, or by mail to the address below. Remember to include the project address.

*City of Myrtle Beach  
ATTN: Construction Services Department  
P.O. Box 2468  
Myrtle Beach, SC 29578*