



Commercial, Multi-Family & Oceanfront New Construction or Exterior Modifications Plan Submittal Requirements

The City of Myrtle Beach follows the Building Codes listed below:

2021 International Residential Code (with modifications)
2021 International Building Code (with modifications)
2021 International Existing Building Code
2021 International Fire Code (with modifications)
2021 International Plumbing Code
2021 International Fuel Gas Code (with modifications)
2021 International Mechanical Code
2020 National Electrical Code (with modifications)
2009 International Energy Conservation Code (IECC)
2017 ICC/ANSI A117.1
2018 International Property Maintenance Code
2018 International Swimming Pool and Spa Code

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. Submit one email consisting of a PDF of the CAB application, building permit application, Landlord or HOA approval letter (if applicable), special inspections and sewer elevation forms, a PDF document of the proposed site plan/survey, proposed landscape plan and a PDF document of the plans (architectural and/or structural). If located within a flood zone, an elevation certificate may be required. If the file is too large to send via email, email the cloud server link or dropbox link.
- All revisions must be sent to planreviewer@cityofmyrtlebeach.com and accompanied by a 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 link or dropbox link.
- All plans must go through the departmental plan review and each submittal will be treated equally. Please allow 10 business days or longer 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. An approximate value of the project is required on the permit application at the time of plan submittal.
- 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 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.

- If your project is in Occupancy Group A (Assembly), E (Educational), I (Institutional), three (3) or more stories in height, the drawings must be sealed & signed by an Engineer or Architect legally registered by the State of SC.
- A South Carolina licensed general contractor must perform the work on commercial and residential structures that are three (3) or more stories in height and more than 16 units.

Requirements of minimum standards for complete construction drawings and specifications for most building projects is listed below. Based on the complexity of the project, more information may be necessary. All submittals must have all required paperwork and items. 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 showing that plans are designed in conformance with the 2021 IBC, IEBC, IMC, IPC, IFGC, IPMC, ISPSC, 2009 IECC, 2020 NEC and the 2017 ANSI A117.1
 - Former use of building and proposed use. Label what is existing and won't be changed and show new work to be done
 - Uses of units on either side and/or above and/or below proposed new work
 - Occupancy Category; indicate on plan if building is a high rise
 - Component Importance Factor
 - Square footage of building space
 - Type of construction
 - Interior Finish Classification
 - Occupancy load; show calculations on plans
 - If building has a Fire sprinkler and/or Alarm system
 - Handicap Accessibility requirements
 - 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
 - List of required tests, special inspections and list of all qualified testing, inspection agency for special inspections and testing on plans
 - Indicate if there will be high-piled stock or rack storage
 - Indicate on plan if building will have a mezzanine

Exterior Elevations

- Any work on the outside of building must have CAB approval before starting work
- Provide views from all sides
- 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

- Tree survey and landscape plan drawn to the same scale as the site plan in accordance with Zoning Code Section 902.H. Visit the [Planning & Zoning](#) webpage for contact information.
- If you are adding site lighting, it must be shown on this plan and separate permit application and plans are required. Visit the [Planning & Zoning](#) webpage for contact information.

Foundation plan

- 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

- Indicate all floors including grade level parking or storage
- Label all rooms with their proposed use, overall dimensions and locations of structural elements & openings
- Provide gross floor area for each floor
- 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 & 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.

Handicapped accessibility and usable building and facilities

- Provide plans and specifications on all elements in design and construction of facilities for accessibility to physically disabled persons as required by the IBC complying with the requirements of 2017 ICC/ANSI A117.1 (show detailed parking, restrooms, ramps, signs etc)
- Indicate on plans slope run and cross slope of handicap ramps and handicap landing(s) 2017 ICC/ANSI A117.1.

Heating, ventilation, and air conditioning (includes restaurant grease hood systems)

- Show location of HVAC units, size of unit(s), return air runs and show fire dampers in rated walls
- Show detail of seismic bracing for HVAC equipment and ductwork containing hazardous materials
- Show detail of seismic bracing for HVAC units and piping systems containing combustible or highly toxic materials.

Electrical system

- Show 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

- Show location of 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 and the following items must be shown on all building plans for new construction and 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
- Duct and plenum insulation and sealing
- 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.

Civil Site Work Plans (collated with full construction plans)

- Provide a survey not more than six (6) months old, signed and sealed by a South Carolina registered land surveyor or civil engineer. The survey must include:
 1. Current tax map number
 2. Tax map number, Subdivision Name, lot, block and section
 3. Footprints and elevations of any structures, decks, secondary buildings, fences or other tangible items drawn to scale (1" = 20')
 4. Driveway cuts and dimensions
 5. Proposed water meter and sewer location

6. 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.
 7. 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
 8. 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.
- Provide a 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, traffic flow, parking (include handicap accessible) and loading layout, proposed outdoor living and buffer areas (buffering and landscaping, all vehicular use areas and incompatible land uses), utility services and location of solid waste containers.

Storm Water Pollution Prevention Plan (SWPPP) Review

- The applicant will be notified when to submit documentation for the SWPPP via email through the plan review process.
- The SWPPP must be prepared prior to filing a Notice of Intent (NOI) and must be prepared by a qualified person. The final approved SWPPP must be signed and retained on site. If the SWPPP is to be stored in the construction trailer that may be locked during off business hours and weekends, then notification on how to obtain access to the SWPPP must be posted near the entrance of the construction site.
 1. Identify all operators for the site and the areas of the site over which each operator has control.
 2. Describe the nature of the activity including the function of the project (residential, commercial etc).
 3. Describe the intended sequence and timing of major activities i.e., clearing and grubbing, initial and final grading etc.
 4. Estimate the total area expected to be disturbed.
 5. General location map to identify surface waters of the state within one mile of the site.
 6. Show direction of storm water flow on the site map and approximate slopes anticipated after major grading activities.
 7. Areas of soil disturbance and areas not to be disturbed.
 8. Include drainage flow direction arrows.
 9. Roof downspouts and associated piping.
 10. Adjacent roads, ditches and culverts.

Municipal Separate Storm Sewer System (MS4) Review

- The applicant will be notified when to submit documentation for the MS4 review via email through the plan review process
- The following construction projects within the City limits of Myrtle Beach require National Pollutant Discharge Elimination System (NPDES) coverage and Coastal Zone Consistency (CZC) certification which is any project within one-half (1/2) mile (2640 ft) of a receiving water body – a blue line stream on a quad angle map or any project greater than one (1) acre. If the construction project is less than one (1) acre and not within one-half (1/2) mile of a receiving water body, then the project will achieve storm water management compliance through the City building permit process. Submit the following for the proposed construction project:
 1. One (1) complete application package to SCDHEC-OCRM for CZC screening. Review the SCDHEC state requirements for MS4 Storm water NPDES permitting on the following link:
www.scdhec.gov/Environment/WaterQuality/Stormwater/RegulatedMS4s/MS4Overview/mindex.htm
 2. One complete application package for building permit approval and MS4 NPDES plan review which consists of **one** full set of civil engineering construction drawings (survey, master plan, existing conditions and demolition plan, grading and drainage plan, sediment and erosion control plan, storm

water report, water plan, and sewer plan) and a complete Notice of Intent (NOI) with original signatures (not a copy) for NPDES coverage.

3. The civil drawings submittal will be inclusive of the storm water pollution prevention plan (SWPPP); existing conditions and demolition plan, grading and drainage plan, sediment and erosion control plan, and storm water report.
 - Upon approval, City staff will notify the project owner to submit the following package to SCDHEC-OCRM to obtain NPDES coverage:
 - Stamped NOI
 - NPDES fee of \$125.00 in the form of a check made payable to SC DHEC-OCRM
 - MS4 Approval Letter
 - SCDHEC-OCRM will notify the project owner and City staff of NPDES coverage within seven (7) business days of receipt of the complete submittal package, including the CZC certification letter.
 - Construction activities cannot begin until NPDES coverage has been issued. Violators will be issued stop work orders and SCDHEC-OCRM will be notified.

Preconstruction meeting for new construction:

The applicant and/or design professional will be notified by the expeditor once all plans are approved to set up the preconstruction meeting. A 48-hour notice is required in order to schedule the conference call. The following are required to attend and the applicant and/or design professional in charge is responsible to coordinate their attendance for the conference call meeting: the owner/owner's representative, the architect, the civil engineer, the general contractor, including the superintendent, site/utility contractor, sub-contractors in plumbing, electrical, heating and air, building fire (alarm & sprinkler system), licensed fire sprinkler company or a licensed utility contractor class 3, 4 or 5 licenses (underground fire line), landscaper and special inspectors. If any of these representatives are unable to attend, the pre-construction meeting will be rescheduled.

- A tree removal permit may be required for the removal of certain trees. Trees cannot be removed until a permit is issued. Visit the [Planning & Zoning](#) webpage for contact information.

Permits can be issued following the preconstruction meeting. The Utility & Sitework permit must be issued first. Permits will be issued to contractors who meet the City and State Licensing Requirements.

Interior Alterations:

Provide the following for commercial interior alterations although much of the same criteria will apply as for new construction; see section above for more detailed requirements.

- Building Permit Application completely filled out.
- A set of drawings including the following:
 - Plan view showing existing & proposed layout.
 - Wall section drawing showing tenant separation & materials used.
 - General plumbing & electrical diagram showing panel & fixture locations, etc.
 - For a restaurant, supply a seating diagram, grease trap size & location, show hood, fan & duct work details.
 - Show location of exit light & emergency lighting.
 - Indicate type of occupancy, previous & proposed.

Temporary Certificate of Occupancy (TCO) Requirements:

- Upon proof of extenuating circumstances, the Building official may issue a TCO. If you have any other situations arise that are not on this list, please contact Jimmy Brown, Deputy Building Official, at 843-918-1154 or jbrown@cityofmyrtlebeach.com.
- A TCO is valid for 30 to 60 days only before a CO shall be issued.
- A TCO is the same as CO except for minor code compliance items. Below is a partial checklist of items that is required to be completed for a CO.
 - Engineering approval.
 - Zoning approval.
 - Landscaping approval or bonding.
 - Required parking completed.
 - Emergency Fire Access to all structures shall be open and accessible.
 - Addressing on all buildings.
 - Sprinkler and fire alarm systems have passed inspection.
 - Fire Extinguishers mounted at proper locations.
 - All life safety items must have passed inspection: Means of egress, stairs, ramps, walkways, corridors, all exit components including lighting (exit and emergency), correct sloping of ramps and correct height of handrails and guardrails.
 - All HVAC, Plumbing, and Electrical permits have passed inspection.
 - All "Shell" Building Permits inspected and approved.
 - All emergency backup systems in place tested and working properly.
 - All construction debris removed from site.
 - Unfinished areas secured from the general public.
- Furniture and furnishings shall be allowed on a one-to-one basis with a verbal ok from the inspector after the sprinkler and fire alarm has passed inspection.

Other required permits and licenses:

- A separate permit is required for site work, fire alarm & sprinkler systems, kitchen hoods, fence, pool, dumpster pad & enclosures, dune walkovers, any separate structures, and outdoor café encroachments.
- All contractors must have a valid City of Myrtle Beach business license in order to operate in the City limits; inquire at the time of application for their requirements and any questions at (843) 918-1200. All sub-contractors 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 sub-contractor has failed to pay the required business license fee for the project
- Major tradesmen such as plumbers, electricians and mechanical contractors must be licensed by the State of South Carolina and the City of Myrtle Beach. They must also possess a City of Myrtle Beach Master Trade Card before the trade permit(s) are issued. Please 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.

Additional notes:

- Construction signs are limited to one sign with a maximum of 32 square feet and can be installed once a building permit is issued.
- 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.

- 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.

Contact:

**Colleen Hajnal
Commercial Plans Expeditor
City Services Building
Construction Services Department
921 North Oak Street
Myrtle Beach, SC 29577**

**City of Myrtle Beach
PO Box 2468
Myrtle Beach, SC 29578**

**Ph 843-918-1195
Email: chajnal@cityofmyrtlebeach.com**

Submit for plan review at planreviewer@cityofmyrtlebeach.com.