



## City of Myrtle Beach Commercial, Multi-family & Oceanfront Single-Family New Construction & Exterior Modifications

### Permit Procedures

- **Introduction/Questions to Ask**
- **Community Appearance Board (CAB) Submittal Information, Application and Schedule**
- **Commercial Projects & Multi-Family Dwellings Requirements for New Construction, Additions, Exterior Modifications and Interior Alterations**
- **Floodplain Requirements**
- **Preconstruction Meeting Requirements**
  - **Business License Key Points**
  - **Zoning Key Points**
  - **Engineering Key Points**
  - **Construction Services Key Points**
- **Permit Fee Schedule**
- **Staff Contact List**

#### **Contact:**

**Heidi Soos, Plans Expeditor & CAB Secretary**  
**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**

**Tel 843-918-1165 • Fax 843-918-1478**  
**Email: [hsoos@cityofmyrtlebeach.com](mailto:hsoos@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 Walk Wysk at 843-918-1173 or [wwysk@cityofmyrtlebeach.com](mailto:wwysk@cityofmyrtlebeach.com).

Landscaping code questions, contact Charles Rowe at 843-918-1179 or [crowe@cityofmyrtlebeach.com](mailto:crowe@cityofmyrtlebeach.com).

Flood plain questions, contact Emily Hardee at 843-918-1163 or [ehardee@cityofmyrtlebeach.com](mailto:ehardee@cityofmyrtlebeach.com).



## Community Appearance Board (CAB) Submittal Information

### Submittals for CAB may be: Conceptual, Conceptual / Final, or Final

The CAB will review requests on the first and third Thursday of each month (see approved schedule). The meetings are open to the public and are held at 1:30pm in the conference room in the City Services Building located at 921 N Oak Street. Meeting time may be revised due to length of agenda. Please check the agenda on the City of Myrtle Beach website [www.cityofmyrtlebeach.com](http://www.cityofmyrtlebeach.com). The applicant/owner/designer shall be present at the meeting to make the presentation and to answer any questions.

Items required for plan submittal are listed on the CAB application. The following items are required to be listed individually on the CAB review application under **“Detailed description of project for review”** and separate permit applications submitted. CAB will review only what is listed on the application.

- Separate buildings and structures, including fence(s).
- Site work including all civil work such as grading, parking lot(s), driveway(s), dumpster pads, sewer work, utility services, storm water management system etc., tree removal, tree protection, landscaping, and landscape buffer(s).
- Elevated pools and pools with water features (water slides, fountains, etc.) Pool fences must be approved by CAB and fence permit issued before a pool permit can be issued.
- Outdoor Café Encroachments (except businesses abutting the boardwalk)
- Wireless Telecommunications (monopoles, antennas, equipment, and accessory structures)

### See Audie Smith 843-918-1181 to submit separately for the following items for CAB approval:

- Signage/Awning(s) requires a separate permit application to be submitted.
- Exterior Lighting requires a separate permit application to be submitted.
- Items required for submittal are listed on the Signage/Awning and Exterior Lighting permit applications.

The complete submittal packet is due in the Construction Services Department by 3:00pm on the deadline date (at least 10 days prior to meeting). See the attached schedule. However, if one of the Mondays should fall on one of the City of Myrtle Beach observed holidays, plans must be in by 3:00pm on Tuesday following the regularly scheduled date (schedule has been adjusted). Any revisions to plans, color rendering or samples, must be submitted by 4:00pm on the Monday prior to the CAB meeting date.

After CAB approval, we require the submittal of full construction plans for staff review. Please make sure to revise the plans to address any CAB approval conditions. Full construction plans can be submitted at the time of CAB submittal.

**CAB approval is NOT a permit. All applicants must arrange to pick up the required permits within six months from CAB approval date. Any person who may have a substantial interest in the decision of the Board may appeal to the Circuit Court within 30 days of a decision by the Board by filing with the Circuit Court.**

**CITY OF MYRTLE BEACH  
COMMUNITY APPEARANCE BOARD (CAB) APPLICATION**

Conceptual Review

Conceptual/Final Review

Final Review

Project Name \_\_\_\_\_ CAB Meeting Date: \_\_\_\_\_

Project Address \_\_\_\_\_

Tax Map# and/or PIN \_\_\_\_\_ Lot # \_\_\_\_\_ Block \_\_\_\_\_

Applicant or contact person \_\_\_\_\_ Company \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email \_\_\_\_\_

Detailed description of project (i.e. Building, Landscaping, Parking, Fence, Dumpster, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

*In order to be added to the CAB Meeting Agenda, the items below must be submitted by the deadline date (INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED). Please initial each line and sign the application.*

\_\_\_\_\_ Completed CAB application, permit application (s), landlord/HOA approval letter, flood elevation certificate (if applicable), along with six stamped survey plats, including elevations of all property corners and one near the center of the lot, prepared within six months of application date. Submit (1) 8 1/2" x 11" plat showing proposed structures, decks, secondary buildings, setbacks and fences.

\_\_\_\_\_ (6) copies 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.

\_\_\_\_\_ (6) copies of tree survey in accordance with Zoning Code Section 903.H., drawn to the same scale as the site plan.

\_\_\_\_\_ (6) copies of landscape plan in accordance with Zoning Code Section 902.H. (required for **final review**). \*If you are adding site lighting, it must be shown on this plan and separate permit application and plans are required. (See Exterior Lighting Application. Exterior Lighting is a separate submittal).

\_\_\_\_\_ (6) copies of architectural drawings or sketches drawn to scale of at least 1/8" scale and showing all elevations of the proposed structures and other improvements as they should appear on completion of construction (N, S, E & W). Include floor plan with all rooms labeled; also indicate on cover sheet building height, area of calculations, square footage of building, type of construction, occupancy load, egress plan showing exit access travel distance & distance apart of exit door or exit access doorways, and handicap accessible public entrances.

\_\_\_\_\_ Color rendering, color pictures or brochure depicting Project. For buildings show all facades (N, S, E & W) and actual samples as to color (s) and texture (s) of exterior surfaces.

\_\_\_\_\_ A series of color photographs of the site(s) (N, S, E & W) and adjoining properties including any existing buildings, signs, exterior lighting, landscape features, or unusual topographic features must be included.

\_\_\_\_\_ Presentation boards with renderings, site photos & samples are encouraged for project review. Presentation booklets are also acceptable. For computer presentations, please provide **flash drive/USB at the time of plan submittal**.

**IMPORTANT: ALL PLANS (SURVEYS AND SITE PLANS INCLUDED) MUST BE COLLATED, BOUND, AND ROLLED INTO (6) SETS. ALL ITEMS WILL BE HELD UNTIL MEETING DAY AND RETURNED TO APPLICANT IMMEDIATELY FOLLOWING PRESENTATION (EXCEPT PLANS). ADDITIONAL ITEMS CANNOT BE BROUGHT TO THE MEETING DUE TO REQUIRED STAFF REVIEW AND RECORDING.**

*I certify that this application is complete and presented as herein required. I further understand that an incomplete submission may result in the delay of the project review by the Community Appearance Board (CAB).*

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature & Print Name**



## **COMMUNITY APPEARANCE BOARD (CAB) 2018 SUBMITTAL & MEETING SCHEDULE**

**CAB IS HELD AT 1:30 PM ON THE FIRST AND THIRD THURSDAY OF EACH MONTH IN THE  
CONFERENCE ROOM AT THE CITY SERVICES BUILDING,  
921 NORTH OAK STREET, MYRTLE BEACH, SC 29577.**

**SUBMITTALS MUST BE COMPLETE AND RECEIVED BY 3:00 PM ON THE DEADLINE DATE.  
REVISIONS TO PLANS, RENDERINGS, SAMPLES, USB DRIVES, MUST BE RECEIVED BY  
4:00 PM ON THE MONDAY PRIOR TO THE CAB MEETING DATE.**

<b>SUBMITTAL DEADLINE Monday, 3:00 P.M. unless otherwise noted</b>	<b>REVISION DEADLINE Monday prior to CAB, 4:00 P.M. unless otherwise noted</b>	<b>STAFF REVIEW Tuesday, 10:00 A.M. unless otherwise noted</b>	<b>MEETING DATE Thursday at 1:30 P.M. unless otherwise noted</b>
DECEMBER 22, 2017 *Friday	JANUARY 2 *Tuesday	JANUARY 2	<b>JANUARY 4</b>
JANUARY 8	JANUARY 16 *Tuesday	JANUARY 16	<b>JANUARY 18</b>
JANUARY 22	JANUARY 29	JANUARY 30	<b>FEBRUARY 1</b>
FEBRUARY 5	FEBRUARY 12	FEBRUARY 13	<b>FEBRUARY 15</b>
FEBRUARY 19	FEBRUARY 26	FEBRUARY 27	<b>MARCH 1</b>
MARCH 5	MARCH 12	MARCH 13	<b>MARCH 15</b>
MARCH 26	APRIL 2	APRIL 3	<b>APRIL 5</b>
APRIL 9	APRIL 16	APRIL 17	<b>APRIL 19</b>
APRIL 23	APRIL 30	MAY 1	<b>MAY 3</b>
MAY 7	MAY 14	MAY 15	<b>MAY 17</b>
MAY 28	JUNE 4	JUNE 5	<b>JUNE 7</b>
JUNE 11	JUNE 18	JUNE 19	<b>JUNE 21</b>
JULY 9	JULY 16	JULY 17	<b>JULY 19</b>
JULY 23	JULY 30	JULY 31	<b>AUGUST 2</b>
AUGUST 6	AUGUST 13	AUGUST 14	<b>AUGUST 16</b>
AUGUST 27	SEPTEMBER 4 *Tuesday	SEPTEMBER 4	<b>SEPTEMBER 6</b>
SEPTEMBER 10	SEPTEMBER 17	SEPTEMBER 18	<b>SEPTEMBER 20</b>
SEPTEMBER 24	OCTOBER 1	OCTOBER 2	<b>OCTOBER 4</b>
OCTOBER 8	OCTOBER 15	OCTOBER 16	<b>OCTOBER 18</b>
OCTOBER 22	OCTOBER 29	OCTOBER 30	<b>NOVEMBER 1</b>
NOVEMBER 5	NOVEMBER 13 *Tuesday	NOVEMBER 13	<b>NOVEMBER 15</b>
NOVEMBER 26	DECEMBER 3	DECEMBER 4	<b>DECEMBER 6</b>

### **IN GENERAL:**

- Meeting times are subject to change. Community Appearance Board meeting information and agendas are available by visiting the Construction Services Department at 921 North Oak Street (City Services Building) or via the Internet at [www.cityofmyrtlebeach.com](http://www.cityofmyrtlebeach.com).
- Dates have been adjusted in accordance with the **City of Myrtle Beach Holiday Schedule**.



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

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

2015 International Residential Code (with modifications)  
2015 International Building Code (with modifications)  
2015 International Existing Building Code  
2015 International Fire Code (with modifications)  
2015 International Plumbing Code  
2015 International Fuel Gas Code (with modifications)  
2015 International Mechanical Code  
2014 National Electrical Code (with modifications)  
2009 International Energy Conservation Code (IECC)  
ANSI A117.1-2009  
2015 International Property Maintenance Code  
2015 International Swimming Pool and Spa Code

### **Plan Submittal Requirements**

- See the Residential Plan Submittal Requirements document for oceanfront single-family construction after CAB approval on the City of Myrtle Beach website at [www.cityofmyrtlebeach.com/constructionservices](http://www.cityofmyrtlebeach.com/constructionservices).
- All plans must be submitted through the plans expeditor. Applicants may arrange a pre-application meeting through the plans expeditor.
- 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.
- 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.
- 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.
- Plans that are **not** required to be presented to the Community Appearance Board (CAB) can be dropped off between the hours of 8:00am and 4:30pm Monday through Friday. If submitting by mail, Fedex or UPS, send to Construction Services, 921 N Oak St, Myrtle Beach, SC 29577.
- 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 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.

### **Submittal process for new commercial construction:**

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. Provide a completely filled out permit application and 6 (six) sets of plans collated, bound, and rolled into sets. All submittals must have all required paperwork and items. Incomplete submittals will not be accepted.

If the project is oceanfront residential, multifamily or commercial new construction, submit for CAB Conceptual; Conceptual/Final or Final; contact the plans expeditor for further clarification. Plan reviewers will indicate if the project is ready to be seen by CAB and the applicant will be notified by the expeditor.

- Through the plan review process, emails will be sent to the applicant and/or design professional as to the status of the project with approvals or disapprovals indicating deficiencies.
- The applicant and/or design professional will be notified via email through the plan review process at what stage to submit for MS4 and SWPPP reviews and civil plans prior to the preconstruction meeting.

### **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. Contact Charles Rowe at 843-918-1179 with any questions.
- If you are adding site lighting, it must be shown on this plan and separate permit application and plans are required. Contact Audie Smith at 843-918-1181 with any questions.

### **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 2015 IBC, IEBC, IMC, IPC, IFGC, IPMC, ISPSC, 2009 IECC, 2014 NEC and the ICC/ANSI A117.1-2009
  - 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

### **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 1<sup>st</sup> and 2<sup>nd</sup> stories within 10' of pool
- Stem wall foundations or masonry walls; provide construction requirements
- Indicate locations of required insulation and R-factors
- Wood structural nailing or screwing schedules; include roof, floors, exterior sheathing
- Hurricane connectors, hold-downs, strapping etc.

## **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 ICC/ANSI A117.1- 2009 (show detailed parking, restrooms, ramps, signs etc)
- Indicate on plans slope run and cross slope of handicap ramps and handicap landing(s) ICC/ANSI A117.1 – 2009.

## **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 (provide six sets of plans bound and collated along 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](http://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 room. The following are required to attend and the applicant and/or design professional in charge is responsible to coordinate their arrival for the 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. Contact the City's Landscaping Code Enforcement Official, Charles Rowe at 843-918-1179 if you have questions.

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.
- Four (4) copies 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 Chris Lee. Deputy Building Official, at 843-918-1154 or [clee@cityofmyrtlebeach.com](mailto:clee@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 items that may apply:**

- 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:**

**Heidi Soos, Plans Expeditor & CAB Secretary**  
**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 843-918-1165 • Fax 843-918-1478**  
**Email: [hsoos@cityofmyrtlebeach.com](mailto:hsoos@cityofmyrtlebeach.com)**



**City of Myrtle Beach  
Floodplain Requirements  
Ph: 843-918-1163 ☎ Fax: 843-918-1158**

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-preserved 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](http://www.fema.gov/media-library/assets/documents)

*City of Myrtle Beach Floodplain Coordinator:  
 Emily Hardee 843-918-1163 or [ehardee@cityofmyrtlebeach.com](mailto:ehardee@cityofmyrtlebeach.com)*



## **Business License Key Points**

**Ph: 843-918-1200** **Fax: 843-918-1210**

1. 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. Please call the business license office at (843) 918-1200 with any questions.
2. Every separate business or subcontractor performing work on a job must have a City of Myrtle Beach business license. This includes every IRS-1099 subcontractor and any subs of subs. Only W-2 paid employees are not required to have a city license.
3. Every contractor or subcontractor must provide appropriate state licensing and City Master Trade Card, if required, to obtain a business license.
4. General contractors must submit to the business license division a complete roster of all subcontractors for verification of business licensing. The roster may be submitted in phases. Submitting in phases will help insure that the CO is not held up for unlicensed subcontractors. The GC has the option of holding a retainer for each subcontractor and paying the sub's business license fees out of the retainer. The City will accept payment from the GC to allow the CO to go through on time.
5. The general contractor is responsible for verifying that all subcontractors have the correct city licensing before the job can be complete and closed out. A stop work order may be issued on a project where subcontractors are not properly licensed.
6. The initial submission of the subcontractor roster must be within 10 days of pulling the permit. Attached is a subcontractor roster to complete. This form can be provided to you by e-mail in Excel format. Contractors may submit a roster of their design, but the format must be approved by the business license office. It must contain the following:
  - Subcontractor's business name and contact name
  - Subcontractor's contract value
  - Subcontractor's complete mailing and phone information

### ***City Code § 11-39:***

#### **NAICS 230000 - Contractors, Construction, All Types**

8.1	Having permanent place of business within the municipality	
	Minimum on first \$2,000.....	\$115.00 PLUS
	Each additional 1,000.....	\$ 2.70
8.1A	Not having permanent place of business within the municipality	
	Minimum on first \$2,000.....	\$230.00 PLUS
	Each additional \$1,000.....	\$ 5.40
	(Non-resident double rates do not apply)	

A trailer at the construction site or structure in which the contractor temporarily resides is not a permanent place of business under this ordinance.

The total tax for the full amount of the contract shall be paid prior to commencement of work and shall entitle contractor to complete the job without regard to the normal license expiration date. An amended report shall be filed for each new job and the appropriate additional license fee per \$1,000 of the contract amount shall be paid prior to commencement of new work. Only one base tax shall be paid in a calendar year.

No contractor shall be issued a business license until all state and municipal qualification examination and trade license requirements have been met. Each contractor shall post a sign in plain view on each job identifying the contractor with the job.

Sub-contractors shall be licensed on the same basis as general or prime contractors for the same job. No deductions shall be made by a general or prime contractor for value of work performed by a sub-contractor.

No contractor shall be issued a business license until all performance and indemnity bonds required by the Building Code have been filed and approved. Zoning permits must be obtained when required by the Zoning Ordinance.

Each prime contractor shall file with the License Official a list of sub-contractors furnishing labor or materials for each project and shall report in each case the contract amount.

***City of Myrtle Beach Business License Code Enforcement Officers:***

***Frankie O'Harrow 843-918-1151 or [FoHarrow@cityofmyrtlebeach.com](mailto:FoHarrow@cityofmyrtlebeach.com)***

***Lawrence Willoughby 843-918-1174 or [lwilloughby@cityofmyrtlebeach.com](mailto:lwilloughby@cityofmyrtlebeach.com)***



**CITY OF MYRTLE BEACH  
BUSINESS LICENSE DIVISION  
SUBCONTRACTOR BOSTER**

P O BOX 2468 MYRTLE BEACH, SC 29578  
(843) 918-1200  
FAX (843) 918-1210



## **Zoning Key Points**

**Ph: 843-918-1111  Fax: 843-918-1158**

### **Landscaping**

1. Existing trees must be protected during construction. Add tree protection as defined in the tree protection ordinance.
2. Any significant changes to the site plan or landscaping plan must be resubmitted to the Community Appearance Board for approval.
3. All landscaping must be installed and the irrigation system must be working prior to receiving a Certificate of Occupancy (CO).
4. A temporary Certificate of Occupancy (TCO) may be obtained with a refundable cash bond equal to 2.5 times the cost of the unplanted landscaping and the unfinished irrigation.
5. The parking lot must be laid out and striped as approved on the site plan. Compact and handicapped parking spaces must be labeled as such.
6. Handicapped signs must be erected, minimum of 60" to the bottom of the sign, from grade.
7. Any exposed surface needs to be covered with established ground cover as defined in the landscaping ordinance.

### **Site Lighting**

1. Exterior lighting is not included in the Building Permit. An additional permit and Community Appearance Board approval are required for any commercial lighting.
2. When submitting for Community Appearance Board approval & lighting permit, unless Santee Cooper installs the lighting, a photometric plan must be submitted for approval.
3. Any site lighting is subject to the City's Light/Glare ordinance and will be inspected upon completion.

### **Signs**

1. Signs and awnings are not included in the Building Permit. An additional permit and Community Appearance Board approval are required for any commercial sign, awning, or window lettering.
2. 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 Code Enforcement Inspectors:***

***Charles Rowe (Landscaping) 843-918-1179 or [crowe@cityofmyrtlebeach.com](mailto:crowe@cityofmyrtlebeach.com)***

***Audie Smith (Signs/Awnings/Lighting) 843-918-1181 or [asmith@cityofmyrtlebeach.com](mailto:asmith@cityofmyrtlebeach.com)***



## **Engineering Key Points**

**Ph: 843-918-2000**  **Fax: 843-918-2074**

### **Permit Requirements:**

1. If the project will be blocking the street or right-of-way at any time, a street obstruction permit is required. Contact Frankie Collins 843-918-2004 or Earl Sickels 843-918-2003 for permit.
2. Obtain a driveway permit for all driveways. SCDOT requires a letter of release for all state roads and a state encroachment permit is required on state right-of-ways.
3. Storm water facilities must be constructed as shown on plans or new approval obtained prior to construction by submitting new plans with calculations through the Construction Services plans expeditor. Call the Engineering inspector when installation starts. Prior to a TCO or CO, an approved and stamped storm water as-built and storm water certification letter will be required by the engineer on record.

### **Inspections:**

1. The contractor will not receive temporary electrical power meter until the sewer service tap tie-in is exposed for inspection. Call 843-918-1111 to set up the inspection.
2. Dumpster/Compactor pads must be constructed in accordance with City specifications; call 843-918-1111 for rebar and layout inspection prior to placing concrete.
3. Call 843-918-2000 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.
4. Prior to final inspection, call for a driveway form inspection to insure compliance with Public Works driveway standards.
5. Prior to a final inspection for residential single-family construction, a post-development drainage verification survey stamped by a registered SC professional engineer, registered landscape architect or registered land surveyor will be required and emailed to [postsw@cityofmyrtlebeach.com](mailto:postsw@cityofmyrtlebeach.com). Engineering will review the survey, send comments or an approval email and then a final can be scheduled.
  - Survey must be signed and sealed by a Registered Professional Engineer, Registered Land Surveyor or a Registered Landscape Architect.
  - Survey must be signed and acknowledged by the home builder.
  - Survey must reference the site development plans for the development (if applicable).
  - Survey must reference Horry County Tax Map Number or PIN Number.
  - Final grading must be achieved and the grading relationship established between adjacent properties and swale locations installed prior to the survey being prepared.
  - Survey must be prepared prior to sod, grass or landscaping being installed. The installation of these items must not disturb the final lot grades and elevations established and as shown on the survey.
  - Survey must be prepared after the installation of improvements on the lot including buildings, driveways and sidewalks.
  - Survey must show the location of all improvements on and adjacent to the lot including adjacent roads, drainage pipes, catch basins, swales and other drainage features.

- Survey must include elevations of all lot corners, relative high points and low points along all lot lines, finished floor elevations of the buildings and top elevation of any catch basin(s) on or adjacent to the lot.
- Elevations will need to be shown at 25 foot increments along each property line and 5 foot on each side of property line depicting a 10-foot cross section center on the property line.
- Survey must illustrate that property grades, swales, ditches, etc. have been re-established to the original site development plans to ensure positive site drainage as designed.
- Survey for lots in an area where no site development plan has been prepared must illustrate that positive drainage will occur with no adverse effect on adjacent properties. The above items that are applicable must be included on this plan.
- Slopes across pervious areas must be 1% minimum and 0.50% minimum across impervious areas.
- An initial on-site meeting with the Public Works Department prior to any work being done is recommended for properties with special conditions such as substantially differing elevations with adjacent properties. Contact a Staff Member of the Public Works Engineering Division at 843-918-2000 to request an on-site meeting.
- The City reserves the right to waive any of the above requirements and/or request additional information upon review of the plot survey.
- Plan can be submitted in digital format (pdf or jpeg) to the City Construction Services Department email address [postsw@cityofmyrtlebeach.com](mailto:postsw@cityofmyrtlebeach.com) or contact Construction Services at 843-918-1111 for submittals.
- Contact the Public Works Engineering Division at 843-918-2000 for additional information or clarification if needed.

The above items that are applicable must be included on this survey. The City reserves the right to waive any of the above requirements and/or request additional information upon review of the plot survey.

### **Jobsite Requirements:**

1. The construction permit for utilities and site work must be displayed where visible from the street. An approved and stamped set of civil plans must be on site at all times. Post an emergency and after hours contact name and number within a readily accessible location on the job site.
2. If engineering specifies silt fencing, it must be properly erected at beginning of ground breaking. The fencing must be maintained throughout construction or vegetation is established. See the attached silt fence diagram.
3. If engineering requires a mud/de-mud pad, it must be constructed prior to work starting on the site; no tracking on street.
4. Damage to any existing improvements in the right-of-ways, including pavement, pavement markings, curbing, sidewalks, landscaping, etc., shall be repaired or replaced by the contractor or developer upon notification by the City.
5. The backflow preventer must be certified by a SC qualified certifier. A Backflow Device Test Report must be submitted prior to the final inspection. If City water is used for irrigation, a SC approved backflow preventer is required behind the City meter.
6. A final civil engineering inspection certification letter must be submitted prior to the final inspection.
7. Fire lines must have an approved double detector check valve assembly installed and certified prior to the TCO or CO. Provide certification to the site work inspector.

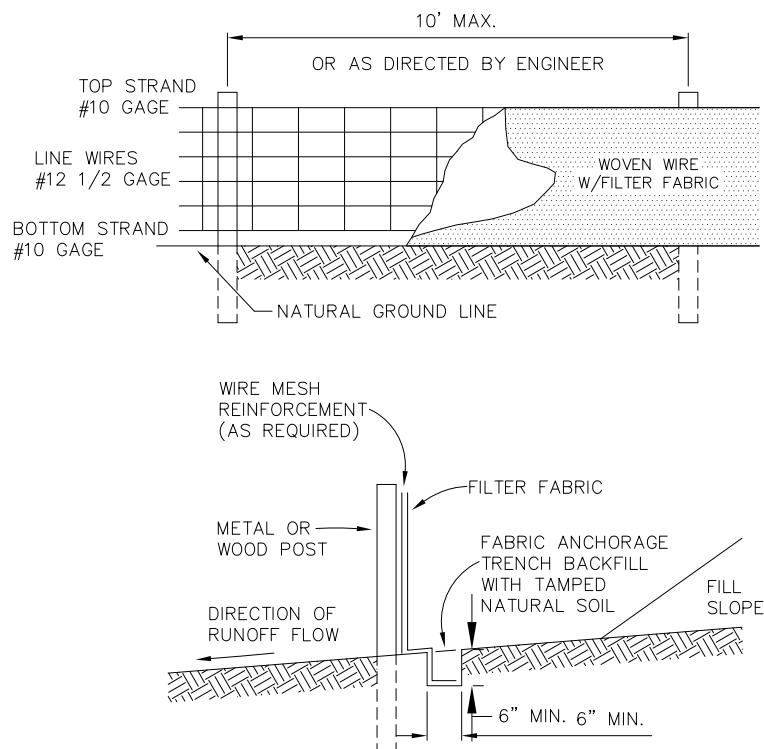
*City of Myrtle Beach Engineering Department Inspectors:*

*Earl Sickels: office 843-918-2000, cell 843-997-7129 or [esickels@cityofmyrtlebeach.com](mailto:esickels@cityofmyrtlebeach.com)*

*Frankie Collins: office 843-918-2004, cell 843-997-7127 or [fcollins@cityofmyrtlebeach.com](mailto:fcollins@cityofmyrtlebeach.com)*

SILT FENCE NOTES:

1. WOVEN WIRE FENCE SHALL BE REQUIRED AS A BACKING FOR FILTER FABRIC WITH AN ELONGATION AS DETERMINED BY ASTM D 1682, OF 50% GREATER. THE WIRE FENCE SHALL BE A MINIMUM OF 32" IN WIDTH AND SHALL HAVE A MINIMUM OF 6 LINE WIRES WITH 12" STAY SPACING.
2. WOOD OR STEEL POST MAY BE USED. WOOD POST SHALL BE A MINIMUM OF 6' LONG AND 3" OR MORE IN DIAMETER. STEEL POST SHALL BE A MINIMUM OF 5' LONG WEIGH A MINIMUM OF 1.3 POUNDS/FOOT, AND HAVE PROJECTIONS FOR FASTENING THE WIRE OR THE FABRIC TO THE POST. STEEL POST SHALL ALSO HAVE A METAL PLATE SECURELY ATTACHED SUCH THAT WHEN THE POST IS DRIVEN TO THE PROPER DEPTH, THE PLATE WILL BE BELOW GROUND LEVEL FOR ADDITIONAL STABILITY. POSTS SHALL BE INSTALLED TO A DEPTH DIRECTED BY THE ENGINEER, WITH 1 TO 2 INCHES OF THE POST PROTRUDING ABOVE THE TOP OF THE WIRE FENCE OF FABRIC BEING IDEAL, BUT IN ANY CASE, NO MORE THAN 3' OF THE POST SHALL PROTRUDE ABOVE THE GROUND.



**Silt Fence Construction**

**City of Myrtle Beach**  
Department of Public Works

Date: 7/1/14

Sheet: D-14





## Construction Services Key Points

**Ph: 843-918-1111  Fax: 843-918-1158**

### **Permit Requirements:**

1. Plan Changes: Any change in the approved job site set of plans may require resubmittal through the plans expeditor. The inspector or the plan reviewer will make this determination. *See the Inspector or Plan Reviewer before making changes! Note: Structural, accessibility and egress changes always require plan resubmittal. Exterior revisions to building or land require approval from the Community Appearance Board.*
2. Fire sprinkler systems, fire alarm systems, kitchen hoods/fire systems and accessory elements such as pools, fences, signage, exterior lighting, site work etc. shall be permitted separately. A site permit and utility permit must be obtained before a building permit can be issued.
3. 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.

### **Commercial Inspections Procedures and Job Site Requirements:**

1. 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 a same day afternoon inspection between 1:00pm-5:00pm. The general contractor is responsible for knowing the permit number(s) to schedule inspections and must call to schedule the rough/framing, above ceiling & final inspections (including all trade permits) associated with the project at the same time. **NO EXCEPTIONS.**
2. 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.
3. Special inspections must be completed prior to the building department inspections: a copy of the special inspector's report must be on the jobsite for review by the building inspector. Special inspection reports must be submitted to the City of Myrtle Beach Building Department on a weekly basis and addressed to [postsw@cityofmyrtlebeach.com](mailto:postsw@cityofmyrtlebeach.com). The Contractor Affidavit acknowledging the special inspection requirements must be on file prior to permitting.
4. The Fire Alarm and/or Fire Sprinkler Acceptance Test form must be signed and turned in to Construction Services BEFORE a final life safety inspection will be scheduled. A forty-eight (48) hour notice is required for final inspection of fire sprinkler and fire alarm systems. Fire alarm and fire sprinkler systems must be accepted by the City of Myrtle Beach and fully operational prior to bringing furniture into the building.
5. All fire sprinkler and fire alarm work shall be performed by SC licensed contractors and have the proper class license for the work performed, no exceptions.
6. 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.
7. 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.

8. 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.
9. Prior to temporary electric power being approved, a portable toilet must be on site.
10. Provide and maintain a hard surface access road to all buildings on the jobsite capable of supporting the loads of emergency vehicles.
11. Construction, excavation, demolition, alteration or repair of any building is allowed from 7:00am-11:00pm seven days a week.
12. If project will be blocking the street or right-of-way, at any time, a street obstruction permit is required. Contact Frankie Collins 843-997-7127 or Earl Sickels 843-997-7129 for permit.
13. **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.
14. 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.
15. 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.
16. 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.

#### **Temporary Certificate of Occupancy (TCO) Requirements:**

- 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.
- 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.

If you have any other situations arise that are not on this list, please contact Chris Thompson, Deputy Building Official of Construction Services, at 843-918-1183 or [cthompson@cityofmyrtlebeach.com](mailto:cthompson@cityofmyrtlebeach.com).



**City of Myrtle Beach  
Ordinance No. 2016-44**

**Exhibit H. Schedule of Building Permit Charges  
Effective July 1, 2016**

**(a) PERMIT FEES:**

**(i) Single-family construction; alterations of any structure, single-family or other:**

<u>Total Valuation</u>	<u>Fee</u>
Less than \$1,000	No permit required.
\$1,000 to \$5,000	\$50.00
\$5,000 to \$25,000	\$50.00 for the first \$5,000 plus \$5.00 for each \$1,000, or fraction thereof, over \$5000.
\$25,000 to \$150,000	\$175.00 for the first \$25,000 plus \$4.75 for each \$1,000, or fraction thereof, over \$25,000.
\$150,000 to \$250,000	\$769.00 for the first \$150,000 plus \$4.50 for each \$1,000, or fraction thereof, over \$150,000.
\$250,000 to \$750,000	\$1,244.00 for the first \$250,000 plus \$4.25 for each \$1,000, or fraction thereof, over \$250,000.
\$750,000 to \$5,000,000	\$3,619.00 for the first \$750,000 plus \$4.00 for each \$1,000, or fraction thereof, over \$750,000.
Over \$5,000,000	\$23,806.00 for the first \$5,000,000 plus \$3.00 for each \$1,000, or fraction thereof, over \$5,000,000.

**(ii) All other permits for new construction:**

Permit fees	\$0.30 per square foot
-------------	------------------------

**(b) MANUFACTURED HOME PERMIT FEES**

Base	\$35.00
------	---------

**(c) TRADE PERMIT FEES**

Trade permits are required in addition to the permit fees of (a) & (b) herein above.

**MECHANICAL PERMIT**

\$2,000 and less	\$35.00
Over \$2,000	\$35.00 plus \$2.00 for each \$1000, or fraction thereof, over \$2,000.

**PLUMBING PERMIT**

Base Fee	\$25.00
Per Fixture	\$2.50
Sewer	\$5.00
Vacuum Breaker	\$2.50
Grease Trap	\$5.00

**GAS PERMIT**

Base	\$25.00
Per Appliance	\$2.50

**ELECTRICAL PERMIT**

Base	\$25.00
Temporary Service Pole	\$10.00
Residential Service	\$10.00
Commercial Service	\$25.00
Each Sub-panel	\$10.00
Per 110 volt outlet	\$0.20
Per 220/440 volt outlet	\$2.00

**(d) MOVING OF BUILDINGS OR STRUCTURES**

For the moving of any building or structure, the fee shall be One Hundred Fifty Dollars (\$150.00).

**(e) DEMOLITION OF BUILDINGS OR STRUCTURES**

For the demolition of any building or structure, the fee shall be One Hundred Fifty Dollars (\$150.00).

**(f) RE-INSPECTION FEES**

All re-inspection fees will be One Hundred Dollars (\$100.00), which shall be paid before the re-inspection is made.

**(g) PENALTIES**

Where work for which a permit is required by this code is started or proceeded prior to obtaining said permit, the fees herein specified shall be doubled; but the payment of such double fee shall not relieve any persons from fully complying with the requirements of this code in the execution of the work nor from any other prescribed penalties

**(h) PLAN-CHECKING FEES**

When a plan is required to be submitted a plan-checking fee shall be paid at the time of permitting. The plan-checking fee shall be equal to 60% of the building permit fee as determined in accordance with sub-section (a) herein above. Such plan-checking fee is in addition to the building permit fee. In the event of excessive (8 or more) plan resubmissions, a \$150 fee will be incurred.

**(i) SIGN PERMIT FEES**

Permit fees for signs shall be calculated in accordance with sub-section (a) herein above. Plan-check fees for all sign permit applications shall be \$15.00 per sign.

**(j) PARKING LOTS, DRIVEWAYS AND ASSOCIATED LANDSCAPING PERMIT FEES**

The permit fee for development of a parking lot or driveway that is not associated with any other building development will be based on the contract value of the developed lot, including all landscaping, and be determined in accordance with sub-section (a) herein above. Plan-check fees will be 60% of the permit fees.

**(k) COMMERCIAL STORMWATER REVIEW FEE**

Commercial projects that require a stormwater plan review will be charged \$250.00.



## City of Myrtle Beach Staff Contact List

### CONSTRUCTION SERVICES

Director, Construction Services

**843-918-1111**

Chris Lee

**FAX 843-918-1158**

843-918-1154

### *Zoning/Code Enforcement Division*

Zoning Administrator  
Chief Code Enforcer  
Code Enforcement  
Code Enforcement  
Landscaping  
Signs/Awnings/Lighting  
Encroachments/Abandoned Vehicles

Kenneth May	843-918-1167
Walt Wysk	843-918-1173
Robert Collins	843-918-1197
Ron Gary	843-918-1198
Charles Rowe/Josh Whitney	843-918-1179
Audie Smith	843-918-1181
Karen West	843-918-1166

### *Inspection Division*

Deputy Building Official  
Plans Examiner  
Building Inspector  
Building Inspector  
Building/Housing Inspector  
Building/Housing Inspector  
Electrical Inspector  
Plumbing Inspector  
Property Maintenance Inspector  
Property Maintenance Inspector  
Property Maintenance Clerk

Chris Thompson	843-918-1183
Patrick Ryan	843-918-1193
Lynn Evans	843-918-1196
Eddie Goff	843-918-1159
Jodi Greenwood	843-918-1170
Paul Cadieux	843-918-1144
Steve Walker	843-918-1052
<i>vacant</i>	
Glenn Broach	843-918-1182
Jamie Hucks	843-918-1078
Debbie Sturm	843-918-1194

### *Administrative Division*

Permit Services Supervisor & Floodplain Coordinator  
Plans Expeditor (Commercial) & CAB Secretary  
Plans Expeditor (Residential) & BZA Secretary  
Plans Expeditor (Commercial Sprinkler/Fire Alarms)  
Permit Technician  
Permit Technician  
*To Schedule Inspections*

Emily Hardee	843-918-1163
Heidi Soos	843-918-1165; Fax x1478
Laura Thomas	843-918-1184
Colleen Hajnal	843-918-1195
Amy Carter	843-918-1164
Jacky Hogan	843-918-1161
	843-918-1111

### BUSINESS LICENSE

Supervisor  
Code Enforcement Officer  
Code Enforcement Officer

**843-918-1200**

**FAX 843-918-1210**

Kristi Evans	843-918-1218
Matthew Brooks	843-918-1180
Lawrence Willoughby	843-918-1174

### ENGINEERING

Engineering Manager  
Civil Engineer  
Engineering Technician  
Construction Inspector  
Construction Inspector

**843-918-2000**

**FAX 843-918-2074**

John Johnson	843-918-2016
Tommy Holt	843-918-2018
Jhonathan DeLeon	843-918-2027
Earl Sickels (cell 997-7129)	843-918-2003
Frankie Collins (cell 997-7127)	843-918-2085

*To Schedule Taps*

843-918-2000