



**CITY OF MYRTLE BEACH**  
**CONSTRUCTION SERVICES**  
**DEMOLITION PERMIT APPLICATION**

Job Site/Physical Address				Building Use <input type="checkbox"/> Res <input type="checkbox"/> Comm	Zoning District	Flood Zone
Legal Description	Lot #	Block	Section/Subdivision	TMS/PIN		
Owner of Property		Mailing Address				Phone
Lessee/Business Name:		Mailing Address				Phone
Contractor		Mailing Address			Phone	
					City License #	
					State License #	
Type of Structure to be Demolished & Scope of Work:						
Job/Contract Value		Building Valuation		Water/Hydrant Meter Required <input type="checkbox"/> Yes <input type="checkbox"/> No	Permit Fee	
Date Received		Date Issued		Bond Requirement <input type="checkbox"/> Yes /Amount \$ _____ <input type="checkbox"/> No		Permit #
# Baths	# Bedrooms	# Dwellings	# Bldgs	Water & Sewer Capped <input type="checkbox"/> Yes <input type="checkbox"/> No	Property Maintenance <input type="checkbox"/> Yes <input type="checkbox"/> No	

The property will be restored to meet compliance within (14) days of building removal.

Please check method of lot preparation to eliminate erosion:

- 1) Sodded with a silt fence
- 2) Hydro-seeded with a silt fence
- 3) Double/triple shredded wood mulched without a silt fence.

Please Initial:

Post-Demolition Maintenance Plan per Ordinance No. 2011-2012. The lot shall be maintained so that the condition of that lot does not rise to the level of a nuisance as defined by Section 10-22.

*I hereby certify that I have read and examined, or have had read to me, this application and understand this application to be true and correct. Compliance with all provisions of laws and ordinances governing this type of work shall be assured whether specified herein or not. The granting of this permit does not presume to give authority to violate or cancel the provision of any federal, state or local laws regulating construction, or the performance of construction.*

Signature of Owner or Authorized Agent		Printed Name		Phone	Fax
Company		Email Address			

**Project Coordination**

Department	Required	Permit	C.O.	Department	Required	Permit	C.O.
Zoning				Landscaping			
Flood				Engineering			
Building				Business License			

*This permit becomes null and void if work or construction which is authorized is not commenced within six months of its issuance, or if work or construction is suspended or abandoned for a period of 6 consecutive months at any time after it is commenced. This permit does not grant any right or privilege to erect any structure or to use any premises herein described for any purpose or in any manner prohibited by the Zoning Ordinance of the City of Myrtle Beach.*



## **City of Myrtle Beach Construction Services Demolition Permit Procedures**

DHEC approval is not required for single-family demolitions although a permit will be issued with water & sewer cap off and tree protection inspections. Please follow all procedures and submit to Construction Services as outlined for submittal of commercial and/or multi-family demolition of structures and/or buildings.

1. Demolition permit application.
2. Post-demolition maintenance plan letter provided by the owner must include a description of the applicant's plans for ongoing post-demolition maintenance of the lot so that the condition of that lot does not rise to the level of a nuisance (see application).
3. Soil Stabilization Plan & Waste Disposal Recycling Verification and Tracking Form.
4. DHEC demolition approval for taking the building down to slab. A DHEC National Pollutant Discharge Elimination System (NPDES) construction permit for land disturbance may be required for clearing, grading, excavating and taking up the slab. Please contact the DHEC Bureau of Water at (803) 898-4300 or visit their website at [www.scdhec.gov](http://www.scdhec.gov) for further information. Contact DHEC for demolition approval applications at (803) 898-4289 or at [www.scdhec.gov](http://www.scdhec.gov). DHEC demolition approval must be submitted for commercial and multi-family projects. Contact the DHEC Air Quality Program for single family demolition disposal instructions.
5. Applicant must execute a bond of two thousand dollars (\$2,000.00) per one-half acre (minimum of \$2,000) in the form of a Certified Check or Cashier's Check payable to the City of Myrtle Beach unless a new application is submitted for redevelopment. This bond is to insure faithful performance on the part of the owner/applicant that the properties will be restored to meet compliance. The Applicant shall be responsible for the cleaning and grading of the vacated lots within fourteen (14) days of building removal. Such cleaning and grading shall be in a manner that insures the health, safety and welfare of the public and that the property is maintained. In addition, the lots will be required to be **sodded or hydro-seeded with a silt fence installed to prevent and eliminate any erosion, or double/triple shredded wood mulched without a silt fence**. The bond may be paid at submittal or prior to permitting.

All demolition applications submitted will require a departmental plan review. Please allow 5-10 business days for review. During the review if staff finds additional approval is required from SCDOT, DHEC, OCRM, Planning Commission and/or City Council, it may delay the permit approval.

Communication will be sent via emails through the plan review process to the applicant and/or design professional as to the status of the project with approvals or disapprovals indicating deficiencies and at what stage to submit for MS4 and SWPPP reviews and civil plans.

***During the review process, please contact the following; check off each item that the terms of the procedures are accepted.***

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- To locate buried utilities, call Palmetto Utility Protection Service (PUPS) at 888-721-7877.
- A plumber (licensed in the City of Myrtle Beach) must cap water and sewer lines at the street. Please contact Frankie Collins (843) 997-7127 or Earl Sickels (843) 997-7129 for inspection of structure to evaluate for water/sewer credits; the permit will not be issued until inspection has been completed.

- \_\_\_\_ Applicant must contact Charles Rowe at (843) 918-1179 in advance for required tree alteration permits and/or once tree protection is in place; the permit will not be issued until inspection has been completed. Refer to the attached tree protection requirements.
- \_\_\_\_ Contact Santee Cooper at (843) 448-2411 for instructions when disconnecting the electrical service prior to the permit being issued.
- \_\_\_\_ Apply for a new fire hydrant service meter at the Water Billing Department since all materials must be kept wet at all times to prevent dust from leaving the site; a \$1,000 deposit is required. The customer is required to provide a copy of the receipt prior to the permit being issued. Provide Water Billing with the hydrant number (located on a tag) so they will know where to place the meter. If the customer wants to relocate the meter to another hydrant, the City will handle the relocation and there is a \$50 charge. If a hydrant is not available, then the water meter that was there for the building can be used for dust control during the demolition. There will be a sewer charge assessed on the water used during demolition unless the account is converted to a water only account or other arrangements are made through Utility Billing for a refund for the sewer charges. If there happens to be an existing irrigation meter that can be used, then there will be no sewer charge assessed, but most older buildings being demolished do not have irrigation meters.
- \_\_\_\_ After all approvals, a demolition permit will be issued. The City demolition permit fee is \$150.00 for each building or structure in addition to any applicable City Business Licensing fees associated with the job value of the demolition project. A silt fence must be installed around the perimeter of the property at permitting or prior to permitting.

***After permitting requirements:***

- 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. For projects located on Ocean Boulevard, a pre-demolition meeting must be held before permitting.
- 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.
- Construction signs are limited to one sign with a maximum of 32 square feet and can be installed once a permit is issued.
- After completion of the project, the contractor or agent must call for a final inspection (843) 918-1111. Public Works will inspect that there is 70% ground coverage. Once the requirement is met, the silt fence must be removed.
- Any bond paid will be returned or refunded to the owner or applicant upon final inspection and acceptance of the condition of the property by the Construction Services Department.
- Ongoing post-demolition maintenance of the lot is required so that the condition of the lot does not rise to the level of a nuisance.

**I have read, understand and accept the terms of the procedures as stated:**

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Owner/Agent (Sign & Print)

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Date

**Contacts:**

Laura Thomas  
Plans Expeditor (Residential demolitions)  
(843) 918-1184  
[ltomas@cityofmyrtlebeach.com](mailto:ltomas@cityofmyrtlebeach.com)

Heidi Soos  
Plans Expeditor (Commercial demolitions)  
(843) 918-1165  
[hsoos@cityofmyrtlebeach.com](mailto:hsoos@cityofmyrtlebeach.com)



**City of Myrtle Beach**  
**Soil Stabilization Plan & Waste Disposal**  
**Recycling Verification and Tracking Form**

Please complete the following information. This form must be completed and left with the Building Permit Office. Failure to dispose of the waste properly (or recycle properly) may result in delay of issuance of your renovation final approval or certificate of occupancy.

**Contractor:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone (work):** \_\_\_\_\_ **(cell):** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone (work):** \_\_\_\_\_ **(cell):** \_\_\_\_\_

**Property Location: (Street address and tax map # of property where waste is being generated)**

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**Planned Disposal Method: (Recycling, disposal at C&D landfill, disposal at MSW landfill, etc.)**

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**Waste Hauling Company:** \_\_\_\_\_

**Planned Location of Disposal:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Demo Permit Applicant:** \_\_\_\_\_

**Name of Applicant: (please print):** \_\_\_\_\_

**Soil Stabilization Plan**

**Please Check One:**

- Hydroseed with a silt fence installed to prevent and eliminate any erosion.
- Sod with a silt fence installed to prevent and eliminate any erosion.
- Double/triple shredded wood mulch without a silt fence.



## Tree Statement

Construction Services  
City of Myrtle Beach

843-918-1111  
[www.cityofmyrtlebeach.com](http://www.cityofmyrtlebeach.com)  
921 N Oak St, Myrtle Beach, SC 29577

**Project Address:** \_\_\_\_\_

**Horry County PIN or TMS #:** \_\_\_\_\_

**Name of Property Owner:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Type of Construction:**  **Commercial**  **Multi-family**  **Residential**

**New Construction, Additions, Pools, Fences or Accessory Structures**

*(Check all that apply and sign below)*

\_\_\_\_\_ Three (3) copies of tree survey combined with the proposed site plan, drawn and sealed by a registered surveyor, showing the location, type and diameter of the tree in accordance with City of Myrtle Beach Zoning Code Section 903.H.

\_\_\_\_\_ There are no trees are on the property.

\_\_\_\_\_ Proposed construction will not affect any trees on the property; tree protection must be in place for all remaining trees. Inspection must be performed prior to plan approval (contact Joshua Whitney at 843-918-1173 or [jwhitney@cityofmyrtlebeach.com](mailto:jwhitney@cityofmyrtlebeach.com)).

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**Signature of Applicant (Owner or Authorized Agent)**

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**Printed Name of Applicant**

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**Date**



**CITY OF MYRTLE BEACH**  
**NEW SERVICE APPLICATION – BUSINESS or COMMERCIAL**  
**(PLEASE PRINT)**

"I hereby apply to the City of Myrtle Beach for water and/or sewer service in accordance with all ordinances, regulations and rate schedules now or hereafter in effect. I agree to be individually liable for all charges accruing for this service without notice or demand, and I hereby grant to the City a lien upon my property at the address below for delinquent charges collectible in the same manner as property taxes. I hereby waive any claim against the City arising out of interruption of service for any reason, with or without notice."

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(SIGNATURE)

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(DATE)

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(DATE SERVICE IS TO BEGIN)

Service Address \_\_\_\_\_ Unit # \_\_\_\_\_  
Lot # \_\_\_\_\_

Name to appear on Bill \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Federal Tax ID # \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

Phone # of Contact Person \_\_\_\_\_

**(If leasing land only): Management Co/Landlord**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

**If buying land:**

Name of Former Owner \_\_\_\_\_

Date of Closing \_\_\_\_\_

Name of Attorney/Closing company \_\_\_\_\_

**(CALL FOR DEPOSIT AMOUNT) 843-918-1212 OR 1-800-617-7758 / Applications should be faxed back to us at 843-918-1210 or mailed to City of Myrtle Beach / Utility Billing Department / P O Box 2468 / Myrtle Beach, SC 29578 DEPOSIT WILL NEED TO BE PAID BEFORE SERVICE CAN BE STARTED VISA / MASTER CARD accepted, or check made payable to CITY OF MYRTLE BEACH**



**City of Myrtle Beach  
Construction Services  
Demolition Bond Agreement**

PROJECT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

The Applicant shall be responsible for the cleaning and grading of the vacated lots **within fourteen (14) days** of building removal. Such cleaning and grading shall be in a manner that insures the health, safety and welfare of the public is maintained. During the course of demolition, all construction materials must be kept wet at all times to prevent dust from leaving the site. Once the building has been demolished or moved, all debris must be immediately cleared and the lots must be cleaned. In addition, the lots will be required to be **sodded or hydro-seeded with a silt fence installed to prevent and eliminate any erosion, or double/triple shredded wood mulched without a silt fence installed**. After completion of the project, the contractor or agent must call for a final inspection at (843) 918-1111. Public Works will inspect that there is 70% ground coverage. Once the requirement is met, the silt fence can be removed. Any bond paid will be returned or refunded to the owner or applicant upon final inspection and acceptance of the condition of the property by the Construction Services Department.

*I have read and understand that a bond of two thousand dollars (\$2,000.00) per one-half acre (minimum of \$2,000) in the form of a Certified Check or Cashier's Check payable to the City of Myrtle Beach must be executed. This bond is to insure faithful performance on the part of the owner/applicant that the properties will be restored to meet compliance.*

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Owner/Representative

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Permit Number

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Date

**Bond will be refunded by mail**

**Bond Refund Payable to:**

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Company or Person

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Print Name

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Mailing Address

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Signature

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City, St, Zip

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Date

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Contact Phone Number



## **CITY OF MYRTLE BEACH CODE OF ORDINANCES**

### **Chapter 6 - BUILDINGS AND BUILDING REGULATIONS**

#### **ARTICLE I. IN GENERAL**

##### **Sec. 6-7. Application for demolition permit.**

- (a) All applications for demolition permits shall be accompanied by a demolition plan containing the signature of the property owner, and binding upon subsequent property owners. The plan must be in a form acceptable to the director of construction services or his designee (director).
- (b) The demolition plan shall require the removal of all mowing obstructions, construction debris and materials, and removal of all structural foundations unless the applicant demonstrates that the foundation is to be reused in the redevelopment of the property with such redevelopment beginning within six months of the issuance of the demolition permit. The removal of such materials is required within 14 days of the removal of the structure(s). Grading of such demolition sites may be required at the discretion of the director. Paved parking areas may be retained on site, although the property owner is required to maintain such areas so that they do not detract from the overall appearance of the property.
- (c) The demolition plan shall further require that, upon demolition, the lot where the demolition has occurred be sodded or hydro-seeded with a silt fence installed to prevent and eliminate erosion. This silt fence must be maintained in place until the lot has a vegetative cover of at least 70 percent. The requirement for hydro-seeding or sodding may be waived at the discretion of the director if the applicant demonstrates to the director's satisfaction that redevelopment of the property will begin within six months of the issuance of the demolition permit.
- (d) The demolition plan shall also include a description of the applicant's plans for on-going post-demolition maintenance of the lot so that the condition of that lot does not rise to the level of a nuisance as defined by [Chapter 10](#) .
- (e) All applications shall also be accompanied by an executed bond of \$2,000.00 per one-half acre (minimum of \$2,000.00) in the form of a certified check or cashier's check payable to the City of Myrtle Beach to ensure compliance with the provisions of [section 17-34](#)(b). Such bond will be returned or refunded to the applicant upon inspection and acceptance of the condition of the property by the construction services department.

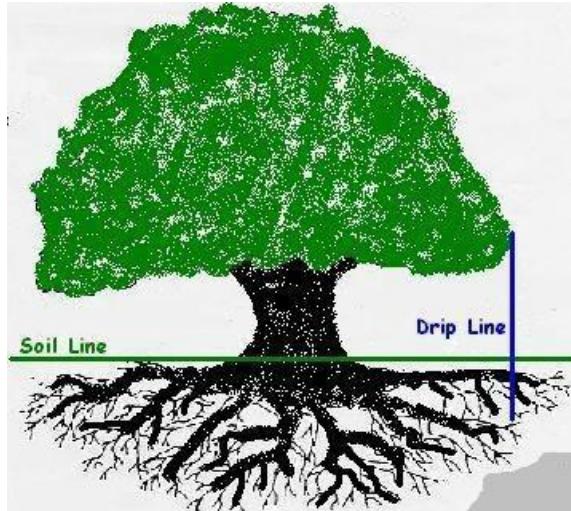
*(Ord. No. 2013-4, 1-22-13)*



## Tree Protection Requirements for All Construction

**903.L. Tree Protection During Clearing, Grubbing, and Development.** Prior to the commencement of any site clearing or vegetation alteration, other than mowing, a clearing/grubbing permit shall be obtained from the Construction Services Department. All applications for clearing, grubbing, grading, building, or demolition shall include a Tree Protection Zone Plan (TPZ). The TPZ shall be designed to protect the trees and their roots on site as well as those on neighboring properties. Grading, filling, ditching and storage in the tree protection zone are prohibited. For all lots containing only one single-family residence and its accessory uses in Single-family (R), Multifamily (RM), or residential Planned Unit Development (PUD), a TPZ shall be designed to protect any and all significant and landmark trees. For all other properties a TPZ shall be designed to protect any and all protected and landmark trees. The TPZ shall include the following.

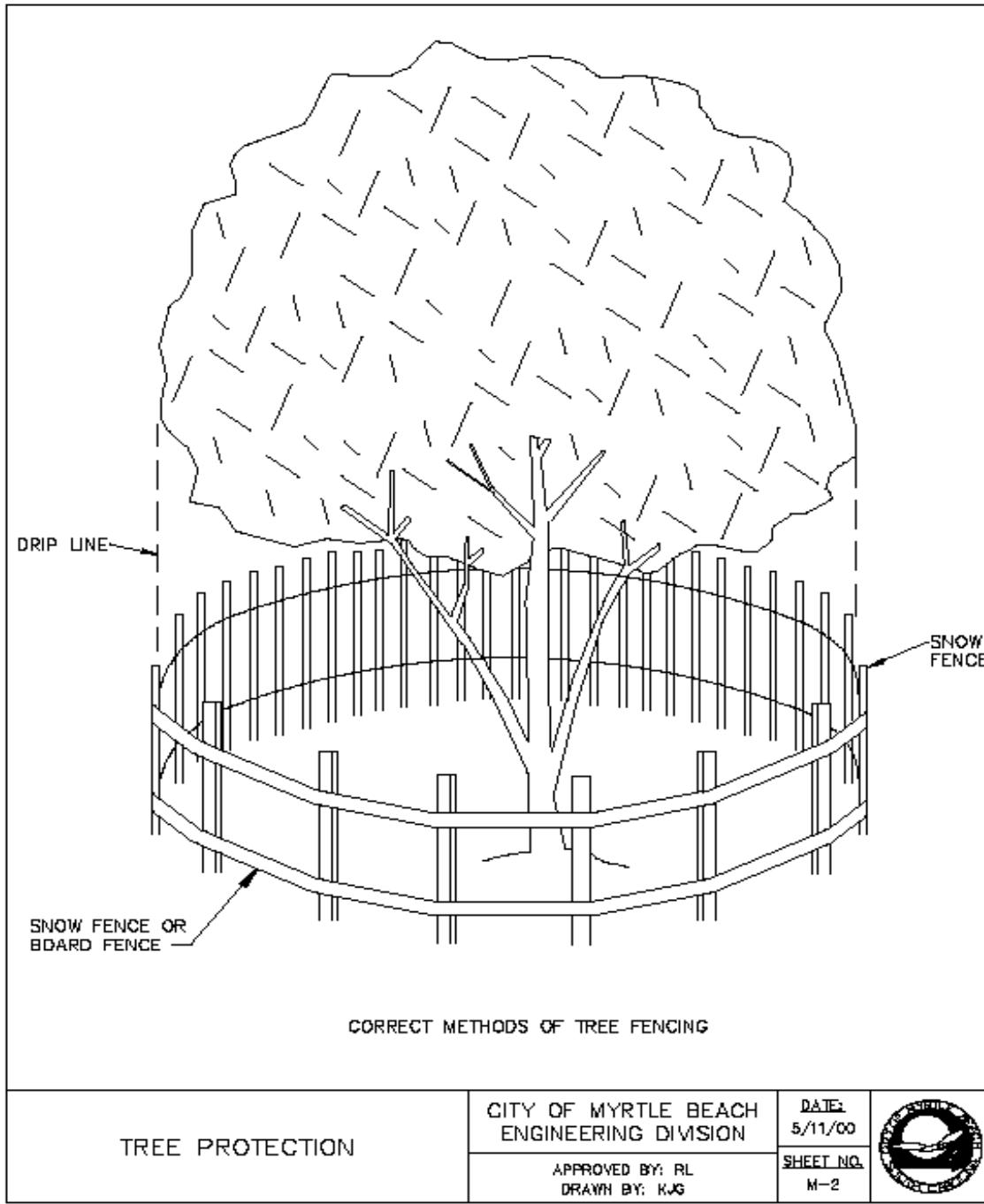
1. Details for avoiding or protecting tree roots in trenching plans for underground construction, including utility placement and foundation construction.
2. A detailed grading plan.
3. Assurances that soil disturbance under the canopy of each tree will be limited to ANSI A300 (current edition) standards. Any soil added under the canopy of the tree must be loamy soil mix to ensure compaction is minimized.
4. Detailed plans for temporary wooden barricades or orange fencing that must be erected before the commencement of any site clearing and grading. The fence is to be a minimum of four feet high above grade with a rigid frame of 4" X 4" post and 22" X 4" rails at and 4' above grade and across the top. The posts shall be deep enough in the ground to be stable without additional support. The barricades or fencing for protection and landmark trees shall be placed outside the critical tree root zone of the tree. Nothing shall be placed inside of chain link fencing. When paving, excavating or hardscaping has been permitted within the boundaries of barricades or fencing, the barricades or fencing shall be moved back to a secondary location at the edge of the work. When the secondary location is within the critical tree root zone as defined by ANSI A300 (current edition) and approved as such by a certified arborist, the barricades or fencing shall not include subterranean supports and shall be securely supported entirely above the ground. "Tree Protection Zone – Caution Do Not Enter" signs shall be posted visibly on all sides of the fenced area.
5. Detailed utility location plans. Utilities shall not be installed in the tree protection zone. All roots outside the protective barricade to be removed during development shall be severed clean and a two-inch layer of mulch shall be applied over the surface of exposed roots during development.
  - a. Trenching shall be no closer than six times the diameter at breast height (DBH) to the effected tree nor disrupt more than 30 percent of the drip line root area.
  - b. No other types of disturbance or construction shall be allowed under the drip line of any tree without prior approval by the zoning administrator.



2' set

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6. One corridor designated for site access, preferably where the driveway or parking area will be located. Limit construction equipment access, material storage, fuel tanks, chemical or cement rising, vehicle parking and site office locations to non-tree areas.
7. A water and fertilizer plan as required to maintain tree health during construction work.
8. Plans to repair trees wounded or stressed during construction. Any wounds to the bark shall be cleaned to sound wood by removing loose bark and wood, leaving a smooth edge around the wound. Do not apply a wound dressing.



### 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.

