



*First in Service*

**City of Myrtle Beach**  
**Construction Services Department**  
**Ph: 843-918-1111 ☎ Fax: 843-918-1158**

## **Moving Permit Requirements**

To move a structure **into** the City limits of Myrtle Beach, submit a completed permit application to [planreviewer@cityofmyrtlebeach.com](mailto:planreviewer@cityofmyrtlebeach.com) for review:

1. Completed permit application.
2. Photographs of all Elevations.
3. PDF of foundation drawings engineered by a SC Licensed structural engineer. If located in the flood zone, FEMA has additional requirements. Contact Emily Hardee, Floodplain Coordinator with any questions at 843-918-1163.

### License & Permit Requirements and Inspections:

1. All contractors are required to have a current city business license. Either a SC licensed residential homebuilder or licensed general contractor must perform the work and call for all inspections.
2. Plumbing, mechanical and electrical must be brought up to the 2021 International Residential Building Code (IRC) and/or the 2021 International Building Code (IBC). Trade permits will be issued separately under the master permit to licensed master tradesmen.
3. All bonding should be in order for Workman's Compensation and Liability Insurance.

To move a structure **out** of the City limits of Myrtle Beach, please submit a completed permit application and the SCDOT Moving Permit to Construction Services to [planreviewer@cityofmyrtlebeach.com](mailto:planreviewer@cityofmyrtlebeach.com) for review.

### License & Permit Requirements and Inspections:

1. All contractors are required to have a current city business license. Either a SC licensed residential homebuilder or licensed general contractor must perform the work and call for all inspections.  
A licensed plumber must cap water and sewer lines and required to apply for a plumbing permit.
2. Once the water and sewer lines have been capped, please contact Chase Parker at 843-997-7127 or Earl Sickels at 843-918-7129 for inspection and to make arrangements for the structure to be evaluated for water/sewer credits. If the plumber is unable to locate the sewer connection after making a sincere attempt, contact Public Works for assistance at (843) 918-2000.
3. Contact Santee Cooper for instructions when disconnecting the electrical service.
4. All bonding should be in order for Workman's compensation and Liability Insurance.

If you have any questions, please call the Plan Expeditors:

Laura Thomas, Residential Plans Expeditor  
843-918-1184, Fax: 843-918-1158 or [lthomas@cityofmyrtlebeach.com](mailto:lthomas@cityofmyrtlebeach.com)

Colleen Hajnal, Commercial Plans Expeditor  
843-918-1195, Fax. 843-918-11588 or [chajnal@cityofmyrtlebeach.com](mailto:chajnal@cityofmyrtlebeach.com)



**City of Myrtle Beach  
Construction Services**

**HOUSE MOVING 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. After completion of the project, a final inspection will be performed. The bond will be refunded to either the owner or applicant upon 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) 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.*

\_\_\_\_\_  
*Owner/Representative*

\_\_\_\_\_  
*Permit Number*

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

**Bond Refund by mail  or pick-up**

***Bond Refund Payable to:***

***Printed Name & Signature (if check is picked up)***

\_\_\_\_\_  
*Company or Person*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*City, St, Zip*

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

\_\_\_\_\_  
*Contact Phone Number*



## CITY OF MYRTLE BEACH CONSTRUCTION SERVICES DEPARTMENT MOVING PERMIT APPLICATION

Present Street Address of Building				Zoning District	Flood Zone
Legal Description	Lot #	Block	Section/Subdivision	TMS/PIN	
Owner of Property		Mailing Address			Phone
Previous Owner		Mailing Address			Phone
Contractor (Moving Company)		Mailing Address			Phone
					City License #
					State License #
Proposed Location Building is to be Moved to if within City limits; please note if to be relocated outside City.					
Legal Description	Lot #	Block	Section/Subdivision	TMS#	
Building Use		Original Cost of Building		Current Appraised Value of Building	
Extreme Dimensions		Exact Length		Exact Height	
				Exact Width	
Approximate Moving Date			Approximate Moving Time		
Describe the Exact Route to be Taken (Use Back if Necessary)					
Moving Co State Permit #		<b>Bond Requirement</b> <input type="checkbox"/> No <input type="checkbox"/> Yes Amount \$		Approximate Moving Date	Approximate Moving Time
Date Received	Total Valuation		Plan Review Fee		Permit Fee
<b>Water &amp; Sewer Capped</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Property Maintenance</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		Date Issued	Permit #
<p>1. Pursuant to SC Code 15-3-640, No actions to recover damages based upon or arising out of the defective or unsafe condition of an improvement to real property may be brought more than eight years after substantial completion of the improvement.</p> <p>2. Per City Ordinance, permits to do electrical, mechanical, gas or plumbing construction shall be issued only to a state licensed mechanical contractor or a certified master tradesman possessing a current business license and City trade card.</p> <p>3. This permit becomes null and void if work or construction which it authorized is not commenced within 6 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.</p> <p><i>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.</i></p>					
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.
<b>Construction Services:</b>				<b>Fire</b>			
Zoning				<b>Planning</b>			
Flood				<b>Police</b>			
Building				<b>Risk Management</b>			
<b>Engineering</b>				<b>Business License</b>			
Landscaping							



# 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)*

\_\_\_\_\_ 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. Trees to be removed due to proposed construction should be clearly labeled on site plan.

\_\_\_\_\_ There are no trees 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 Charles Rowe at 843-918-1179 or [crowe@cityofmyrtlebeach.com](mailto:crowe@cityofmyrtlebeach.com)) or Matt Brooks at 843-918-1166 or [mbrooks@cityofmyrtlebeach.com](mailto:mbrooks@cityofmyrtlebeach.com).

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

\_\_\_\_\_  
**Printed Name of Applicant**

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



## **City of Myrtle Beach MOVING PERMIT POLICIES AND PROCEDURES**

*Please read the remainder of the application and signify your understanding of all policies and procedures associated with the moving of buildings.*

### **1. PERMIT REFUSAL**

If in the opinion of the Building Official, the moving of any building will cause serious injury to persons or property or serious injury to the streets or other public improvements, or the building to be moved has deteriorated more than fifty (50%) percent of its original value by fire or other elements, or the moving of the building will violate any of the requirements of this code or of the Zoning regulations, the permit shall not be issued and the building shall not be moved over the streets. Any building being moved for which permit was granted shall not be allowed to remain in or on the streets for more than forty-eight (48) hours.

### **2. SITE CLEANING/GRADING BOND REQUIRED**

The applicant shall be liable for the cleaning and grading of the vacated lot within fourteen (14) days of building removal. Such cleaning and grading shall be in a manner, which insures that, the health, safety and welfare of the public is maintained. In addition, the persons desiring to move a building or the owners of the real property from which the building is moved, shall execute a bond in the form of a Certified Check or Cashiers Check payable to the City of Myrtle Beach in the amount of two thousand dollars (\$2,000) per one-half acre (minimum of \$2,000.00) to insure faithful performance on the part of the applicant/owner that the lot is cleaned and graded. The lot must also 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%. The requirement for hydro-seeding or sodding may be waived at the discretion of the Director if the applicant demonstrates that redevelopment of the property will begin within 6 (six) months of the issuance of the moving permit. The owner must provide a description for ongoing maintenance of the lot so that the condition of the lot does not rise to the level of a nuisance (see application).

### **3. TREE PROTECTION**

Contact Charles Rowe at 843-918-1179 or Matt Brooks at 843-918-1166 in advance for required tree alteration permits and/or once tree protection is in place.

### **4. HOLD HARMLESS AGREEMENT**

The mover shall indemnify and hold harmless the City of Myrtle Beach, its officers, agents, and employees from all suits, actions or claims of any character brought for or on account of any injuries to, death of, or damage received by any person or persons. This also applies to any property damage resulting from the operations of the mover, any of his agents or his employees engaged in various operations under this permit.

### **5. LIABILITY INSURANCE**

The City shall, as a condition precedent to the issuance of a house moving permit, require the applicant to provide proof of automobile liability insurance. The applicant shall provide the City a certificate of insurance evidencing coverage for all owned, hired and non-owned vehicles to be involved in the move. The policy shall provide a combined single limit (CSL) of liability of \$1,000,000 for property damage and

bodily injury and include endorsements naming the City of Myrtle Beach as an “additional insured” and that the City shall be provided thirty (30) days prior written notice of policy cancellation.

**6. INDEMNIFICATION**

By signing the application the applicant agrees to indemnify and hold the City of Myrtle Beach free and harmless from and against any and all claims, suits, damages, losses, penalties, fees and costs arising out of any and all activity undertaken pursuant to the issuance of a house moving permit. Further, the applicant shall undertake to defend the same and pay all attorneys’ fees attendant thereto.

**7. UTILITY COMPANY NOTICE**

It is the responsibility of the owner or moving company to notify the telephone, electrical and cable television companies and any others whose property may be affected by the move of the entire building or parts thereof. Routes of travel, start time and travel time must be provided to the above-mentioned entities.

**8. CODE REVIEW**

The owner of any house, building or structure proposed to be moved, shall make all necessary improvements required in order for said house, building or structure to comply with the requirements of the adopted building code. This must be done within ninety (90) days from the date of the issuance of the moving permit. Extensions of such time, as deemed reasonable, may be granted by the Building Official upon a showing of delay caused by matters beyond the control of the owner or house mover. The application for the moving permit shall be accompanied by application for a building permit, which shall be accompanied by complete plans and specifications showing the changes or conditions of said structure. This building permit application is to be signed by the owner or the owner’s agent.

**9. PUBLIC SAFETY REQUIREMENTS**

- a. A building which occupies any portion of public property after sundown, shall have sufficient lights continuously burning between sunset and sunrise for the protection of the public.
- b. There shall be a minimum of five (5) red lights placed on each street side of the building. These red lights shall be attached to the building in such a fashion as to indicate extreme width, height and size.
- c. In addition to the red lights attached to the structure, flares shall be placed at regular intervals for a distance of two hundred (200’) feet along the street on each side of the building.
- d. When more than fifty (50%) percent of the street (measured between curbs) is occupied at night by the building, or when (in the opinion of the Building Official) flagmen are necessary to divert or caution traffic, the owner or person moving such building shall employ, at their expense, two flagmen. One shall be placed at each street intersection beyond the building. Such flagmen shall remain at these intersections, diverting or cautioning traffic, from sunset to sunrise. Red lights shall be employed in flagging traffic at night.
- e. The City of Myrtle Beach Police Department shall be notified proper to removal of any building from its present location. Route of travel, time started and exact time of travel must be provided to insure proper public safety and must be approved by the Department.
- f. If any state highways are involved with the move, an SCDOT transportation permit is also required.

The undersigned hereby understands all the policies and procedures involved in the moving of a building or parts of a building into or within the boundaries of the City of Myrtle Beach and certify that the above and attached statements submitted are true and correct. Any actions or deviations from the herein prescribed policies and procedures will result in the appropriate legal action.

\_\_\_\_\_  
*Signature of Applicant*

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

\_\_\_\_\_  
*Signature of Agent/Moving Company*

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