

## City of Myrtle Beach Pool Submittal Requirements

Submit the following for pool submittal to  
[planreviewer@cityofmyrtlebeach.com](mailto:planreviewer@cityofmyrtlebeach.com):

- Building permit application
- HOA approval (if applicable)
- Tree Statement
- Proposed site plan, drawn to a scale of at least **1 inch = 20 feet** indicating all existing structures on the parcel.

If fence has not already been installed, the pool permit cannot be released until a fence or pool enclosure application has been received.

# CITY OF MYRTLE BEACH BUILDING PERMIT APPLICATION

Job Site/ Physical Address			Building Use <input type="checkbox"/> Commercial <input type="checkbox"/> Residential		Zoning District	Flood Zone			
Lot#	Block	Section/ Subdivision		TMS/ PIN					
Owner of Property (Land Records)		Land Records Mailing Address: Utility Billing Address:				Phone			
Lessee/Business Name		Mailing Address				Phone			
Contractor		Mailing Address				Phone			
						City License #		State License #	
						Phone		City License #	
Architect/Engineer		Mailing Address				Phone			
						City License #		State License #	
						Phone		City License #	
Project Contact Name				Email Address					
Scope of Work <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Remove/Demo <input type="checkbox"/> Int Repair <input type="checkbox"/> Ext Repair <input type="checkbox"/> Int Alteration <input type="checkbox"/> Ext Alteration									
Description of Work									
CODE YEAR _____	<input type="checkbox"/> IBC <input type="checkbox"/> IRC	Tap Ticket(s)		Sprinkled <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Sprinkler Revisions Required <input type="checkbox"/> Fire Alarm Revisions Required			
Type Construction		Occupancy Group							
Total Valuation		Plan Review Fee		Permit Fee		Permit #			
Date Received		CAB Approval Date		BZA Approval Date		Property Maintenance/ Stop Work <input type="checkbox"/> Yes <input type="checkbox"/> No			
Date Issued									
# Baths	# Bedrooms	# Dwellings	# Blgs	Total Sq Ft	Heated Sq Ft	Garage/ Storage Sq Ft	Covered Porch/ Patio Sq Ft		
<p>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. 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. 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>Sec 1702.A.1. <i>Minimum finished floor elevation (FFE)</i>. All structures, not located in a special flood hazard area, shall have the lowest floor and all mechanical or electrical equipment, such as compressors, air conditioning units, etc., elevated no less than 18 inches above the highest crown of any abutting street or, at the owners' option, twenty-four inches above the average grade of the lot. Final site grading shall insure that ponding of storm water will not occur beneath the building not nearer than three feet from the building's perimeter or any mechanical or electrical equipment. All existing structures, not in a special flood hazard area, will be permitted to expand at the existing FFE.</p> <p>If finished floor elevation not known, please initial the preceding statement: _____</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 (Contractor)				Printed Name		Phone	Fax		
Company				Email Address					

### Project Approvals

Department	Required	Staff
Zoning	<input type="checkbox"/>	
Flood	<input type="checkbox"/>	
Building	<input type="checkbox"/>	
Electrical	<input type="checkbox"/>	
Plumbing	<input type="checkbox"/>	
Landscaping	<input type="checkbox"/>	
Engineering	<input type="checkbox"/>	
Planning	<input type="checkbox"/>	
Fire	<input type="checkbox"/>	
Addressing	<input type="checkbox"/>	
Business License	<input type="checkbox"/>	

### Required Permits

Permits	Permit Number
<input type="checkbox"/> Building	
<input type="checkbox"/> Electrical	
<input type="checkbox"/> Mechanical	
<input type="checkbox"/> Plumbing	
<input type="checkbox"/> Gas	
<input type="checkbox"/> Fire Alarm	
<input type="checkbox"/> Sprinkler	
<input type="checkbox"/> Supp System <input type="checkbox"/> Hood	
<input type="checkbox"/> NFUS <input type="checkbox"/> US <input type="checkbox"/> DW	
<input type="checkbox"/> Pool	
<input type="checkbox"/> Fence	

### Office Notes



# 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.

\_\_\_\_\_ 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 Chris Ballatore at 843-918-1182 or [cballatore@cityofmyrtlebeach.com](mailto:cballatore@cityofmyrtlebeach.com)).

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

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

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