City of Myrtle Beach  
Preconstruction Meeting  

Large Conference Room  
City Services Building – 921 Oak Street  
Myrtle Beach, SC 29577  

- Business License Key Points  
- Engineering Key Points  
- Zoning Key Points  
- Construction Key Points  
- Staff Contact List  

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 must attend the pre-construction meeting. If any of these are unable to attend, the pre-construction meeting will be rescheduled. Please do not be late; we will hold the meeting for 10 minutes for all to arrive; after that, the meeting will be cancelled and rescheduled.  

- All tree protection must be in place prior to this meeting; contact Joshua Whitney at 843-918-1173 for verification.  
- Permits can be issued following the preconstruction meeting to contractors who meet the City and State Licensing requirements. The Utility & Site work permit must be issued first.  

Heidi Soos, Commercial Plans Expeditor  
Ph 843-918-1165; Fax 843-918-1478  

hsoos@cityofmyrtlebeach.com  

Laura Thomas, Residential Plans Expeditor  
Ph 843-918-1184; Fax 843-918-1158  

lthomas@cityofmyrtlebeach.com  

REV 6/3/20
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 Code § 11-39 states: "Each prime contractor shall file with the license inspector a list of subcontractors furnishing labor or materials for each project and shall report in each case the contract amount."

List each sub-contractor working on your project and provide the information listed in each column. If a sub-contractor is performing multiple trades, list each trade and provide the total of all contracts. **DO NOT** list the same sub more than once. Failure to provide a complete roster or contracting with a sub that doesn’t have a current City business license, may result in a stop work order on your project or a delay in issuing the Certificate of Occupancy.

(Rev. 1/15)


<table>
<thead>
<tr>
<th>Business License #</th>
<th>Trade Description(s)</th>
<th>Contractor Business Name</th>
<th>Contact Name &amp; Phone #</th>
<th>Mailing Address</th>
<th>Total Contract $</th>
<th>Start Date</th>
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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 Chase Parker at 843-918-2004 or Earl Sickels at 843-918-2003 for a 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. 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.

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. Contact the Public Works Engineering Division at 843-918-2000 for additional information or clarification if needed.

**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*

*Chase Parker: office 843-918-2013, cell 843-997-7127 or cparker@cityofmyrtlebeach.com*
SI]T FENCE NOTES:

1. Woven wire fence shall be required as a backing for filter fabric with an elongation as determined by ASTM D 1582, of 50% minimum. 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 6' long with 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.
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 site work 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:

Joshua Whitney (Landscaping) 843-918-1173 or jwhitney@cityofmyrtlebeach.com

Matt Brooks (Signs/Awnings/Lighting) 843-918-1166 or mbrooks@cityofmyrtlebeach.com
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. 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 Chase Parker at 843-997-7127 or Earl Sickels at 843-997-7129 for a 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 Certificate of Occupancy (CO) shall be issued.
- A TCO is the same as CO except for minor code compliance items; see partial checklist of items that are 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, Director, Construction Services, at 843-918-1183 or ethompson@cityofmyrtlebeach.com.
# Staff Contact List

## Construction Services

**Director**
- Name: Chris Thompson
- Phone: 843-918-1183

### Inspection Division

- **Deputy Building Official**: Vacant
- **Plans Examiner**: Patrick Ryan (843-918-1193)
- **Building Inspector**: Greg Bagley (843-918-1178)
- **Building Inspector**: Lynn Evans (843-918-1196)
- **Building Inspector**: Jodi Greenwood (843-918-1170)
- **Building Inspector**: Paul Cadieux (843-918-1144)
- **Building Inspector**: Chris Owens (843-918-1159)
- **Electrical Inspector**: Steve Walker (843-918-1052)
- **Property Maintenance Inspector**: Jody Lewis (843-918-1197)
- **Property Maintenance Inspector**: Jamie Hucks (843-918-1078)

### Administrative Division

- **Permit Services Supervisor & Floodplain Coordinator**: Emily Hardee (843-918-1163)
- **Plans Expeditor (Commercial) & CAB Secretary**: Heidi Soos (843-918-1165)
- **Plans Expeditor (Residential)**: Laura Thomas (843-918-1184)
- **Plans Expeditor (Commercial Sprinkler/Fire Alarms)**: Colleen Hajnal (843-918-1195)
- **Permit Technician**: Amy Carter (843-918-1164)
- **Permit Technician**: Jacky Hogan (843-918-1161)
- **Property Maintenance Clerk**: Teresa Crawford (843-918-1194)

## Business Licensing

**Supervisor**
- Name: Brittany Baker
- Phone: 843-918-1180

## Engineering (Public Works)

- **Engineering Manager**: John Johnson (843-918-2016)
- **Civil Engineer**: Tommy Holt (843-918-2076)
- **Engineering Technician**: Jhonathan DeLeon (843-918-2027)
- **Construction Inspector**: Earl Sickels (cell 997-7129) (843-918-2003)
- **Construction Inspector**: Chase Parker (cell 997-7127) (843-918-2013)

*To Schedule Taps*
*To Schedule Inspections*
PLANNING & ZONING

843-918-1111  FAX 843-918-1158

Director & Zoning Administrator  Ken May  843-918-1167

Zoning/Code Enforcement Division

Chief Code Enforcer  Charles Rowe  843-918-1179
Signs/Awnings/Lighting  Matt Brooks  843-918-1166
Code Enforcement Oceanfront Encroachments/Abandoned Vehicles  Ron Gary  843-918-1198
Landscaping  Joshua Whitney  843-918-1173
Code Enforcement (DRC)  James Hill  843-918-1182
Code Enforcement (DRC)  Manny Armijo Hernandez  843-918-1181

Planning Division

Senior Planner  vacant  843-918-1075
Senior Planner  Kelly Mezzapelle  843-918-1073
Planner  Allison Hardin  843-918-1059
Planning Technician  Eileen Flynn  843-918-1063
Planning Assistant  vacant  843-918-1081

City Services Building  921-A N Oak St  Myrtle Beach, SC 29577  www.cityofmyrtlebeach.com

REV 6/3/20