

City of Myrtle Beach
Residential Inspection Procedures and Jobsite Requirements
Construction Services Department
Ph: 843-918-1111/Fax: 843-918-1158

1. All subcontractors 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 subcontractor 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. Major Trades: Plumbing-Gas-Mechanical-Electrical shall be licensed by the State of South Carolina and possess a City of Myrtle Beach Business License and Master Trade Card before the trade permit(s) are issued. 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. Please call (843) 918-1111 with any questions.
3. **Inspections:**
 - 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 same day afternoon inspection between 1:00pm-5:00pm.
 - Beginning with the rough inspections through the final inspection; the contractor responsible for the project must call to schedule all inspections, including all trade permits associated with the project at the same time. All roughs (including trades) will be scheduled at the same time, and all final inspections (including trades) will be scheduled at the same time. The contractor is responsible for knowing the permit number(s) to schedule inspections (NO EXCEPTIONS).
 - 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.
 - 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.
 - Lots in subdivisions must be easily identified with either the City approved address or the lot number. Lots not identified will result in the inspection being cancelled.
 - 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.
 - 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.
 - Prior to temporary electric power being approved a portable toilet must be on site.
 - Construction, excavation, demolition, alteration or repair of any building is allowed from 7:00am-11:00pm seven days a week.
 - 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.

- Prior to final inspection, call for a driveway form inspection to insure compliance with Public Works driveway standards.
 - Prior to final inspection for residential single-family construction, a post development drainage verification survey must be stamped by a registered SC professional engineer, registered landscape architect or registered land surveyor and emailed to postsw@cityofmyrtlebeach.com. Engineering will review the survey for high points and relevant grading elevations of significance. Once it is approved and you are notified, a final inspection can be scheduled when ready. Please contact John Johnson at 843-918-2016 with any questions.
4. Plan Changes: Any change in the approved job site set of plans may result in resubmittal to the plan expeditor. The inspector or the plan reviewer will make this determination. ***See the inspector or plan reviewer before making changes! Note: Structural changes always require plan resubmittal. For oceanfront homes, exterior revisions to building or land require approval from the Community Appearance Board.***
 5. Provide and maintain a hard surface access road to all buildings on the job site capable of supporting the loads of emergency vehicles.
 6. 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.
 7. **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.
 8. 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.
 9. 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.
 10. Temporary Certificate of Occupancy (TCO):
 - 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
 - All life safety items passed.
 11. 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).