

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 #
Architect/Engineer		Mailing Address				Phone
						City License #
						State 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	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
# Baths	# Bedrooms	# Dwellings	# Bldgs	Total Sq Ft	Heated Sq Ft	Garage/ Storage Sq Ft
						CoveredPorch/ 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



CITY OF MYRTLE BEACH CONSTRUCTION SERVICES UTILITIES & SITEWORK 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 #	
Architect/Engineer				Mailing Address				Phone	
								City License #	
								State License #	
Work Classification: <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Remove/Demo								Property Maintenance <input type="checkbox"/> Yes <input type="checkbox"/> No	
Nature of Work: <input type="checkbox"/> Clearing & Grubbing <input type="checkbox"/> Rough Grading, Cut & Fill <input type="checkbox"/> Water <input type="checkbox"/> Sewer <input type="checkbox"/> Storm water <input type="checkbox"/> Driveway <input type="checkbox"/> Parking Lot <input type="checkbox"/> Underground Fireline <input type="checkbox"/> Dumpster Enclosure <input type="checkbox"/> Landscaping (Commercial, Multi-family & Oceanfront SFRs)									
Description of Work:									
Drainage Information: Pipe Required <input type="checkbox"/> Yes <input type="checkbox"/> No				Type of Surface:				Tap Ticket Number:	
# of Existing Drives:		# of Additional Drives:		Distance to Neighboring Drives:		Diameter:		Length:	
Total Valuation				Plan Review Fee				Permit Fee	
Date Received		CAB/BZA Approval Date		Date Issued				Permit #	
<p>UTILITIES & SITE PERMITS DO NOT COVER THE REMOVAL OF PROTECTED TREES UNLESS APPROVED BY THE CONSTRUCTION SERVICES DEPARTMENT AND SPECIFIED ON THE PERMIT.</p> <p>Please check all that apply:</p> <p><input type="checkbox"/> No trees located on site; tree statement provided.</p> <p><input type="checkbox"/> Protected tree survey required/submitted.</p> <p><input type="checkbox"/> If protected trees will be impacted, mitigation or approved landscape plan submitted.</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	
Company				Email Address					

Project Coordination

Department	Required	Permit Approval	Department	Required	Permit Approval
Construction Services:			Fire		
Zoning			Engineering		
Flood			Planning		
Building			Business License		
Landscaping					

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
TRADE PERMIT APPLICATIONS**

PLUMBING PERMIT APPLICATION		
# OF	TYPE OF FIXTURE OR ITEM	FEE
	WATER CLOSETS (TOILETS)	
	BATHTUB	
	LAVATORY (WASH BASIN)	
	SHOWER	
	KITCHEN SINK AND DISPOSAL	
	DISHWASHER	
	LAUNDRY TRAY	
	CLOTHES WASHER	
	WATER HEATER	
	URINAL	
	DRINKING FOUNTAIN	
	FLOOR DRAIN	
	UTILITY SINKS	
	ICE MACHINES	
	GREASE INTERCEPTORS/OR TRAPS	
	VACUUM BREAKERS/HOSE BIBS	
	SEWER	
PERMIT FEE		
TOTAL FEE		
CONTRACTOR/ COMPANY		
ADDRESS		
CONTACT AND PHONE		
TOTAL JOB VALUE		
CITY LIC. NO.	STATE LIC. NO.	
PERMIT NO. P	DATE ISSUED	
<i>Signature of Applicant and Print Name</i>		

GAS PERMIT APPLICATION		
# OF	TYPE OF FIXTURE OR ITEM	FEE
	GAS HOOKUPS PER APPLIANCE	
PERMIT FEE		
TOTAL FEE		
CONTRACTOR/ COMPANY		
CONTACT AND PHONE		
TOTAL JOB VALUE		
CITY LIC. NO.	STATE LIC. NO.	
PERMIT NO. G	DATE ISSUED	
<i>Signature of Applicant and Print Name</i>		

ELECTRICAL PERMIT APPLICATION		
# OF	TYPE OF FIXTURE OR ITEM	FEE
	RECEPTACLES	
	SWITCHES	
	LIGHTS	
	RANGES AND OVENS	
	DRYER (CLOTHES)	
	WATER HEATER	
	AIR CONDITIONER(S)	
	HEAT	
	SUB PANEL/TRANSFER SWITCH	
	TEMPORARY SERVICE	
	COMMERCIAL OR RESIDENTIAL METER(S)	
PERMIT FEE		
TOTAL FEE		
CONTRACTOR/ COMPANY		
ADDRESS		
CONTACT AND PHONE		
TOTAL JOB VALUE		
CITY LIC. NO.	STATE LIC. NO.	
PERMIT NO. E	DATE ISSUED	
<i>Signature of Applicant and Print Name</i>		

MECHANICAL PERMIT APPLICATION		
# OF	TYPE OF FIXTURE OR ITEM	FEE
	CENTRAL AC UNIT/HEAT PUMP	
	DUCTWORK	
	HOOD INSTALL (BF PERMIT FOR SUPP. SYSTEM)	
PERMIT FEE		
TOTAL FEE		
CONTRACTOR/ COMPANY		
CONTACT AND PHONE		
TOTAL JOB VALUE		
CITY LIC. NO.	STATE LIC. NO.	
PERMIT NO. M	DATE ISSUED:	
<i>Signature of Applicant and Print Name</i>		

HOMEOWNER OR BUSINESS NAME

JOB SITE ADDRESS

HORRY COUNTY PIN

MASTER PERMIT NO (IF APPLICABLE)

Construction Services
921 N Oak St, Myrtle Beach, SC 29577
Phone: 843-918-1111
Remit to: permittech@cityofmyrtlebeach.com

SEPARATE TRADE PERMITS ARE REQUIRED. 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.
 I hereby certify that I have read and examined, or have 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 provisions of any federal, state or local laws regulating construction or the performance of construction.



CITY OF MYRTLE BEACH CONSTRUCTION SERVICES DEPARTMENT FENCE PERMIT APPLICATION

Job Site/ Physical Address				Building Use <input type="checkbox"/> Commercial <input type="checkbox"/> Residential		Zoning District		Flood Zone	
Legal Description		Lot #	Block	Section		TMS/ PIN			
Owner of Property			Mailing Address				Phone		
Lessee (if applicable)			Mailing Address				Phone		
Contractor			Mailing Address				Phone		
							City License #		
							State License #		
Work Classification <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Remove							Occupancy Group		
Description of Work									
Total Valuation				Plan Review Fee			Permit Fee		
Date Received		CAB Approval Date		BZA Approval Date		Date Issued		Permit #	

Myrtle Beach Code 1702.A.2.f. Fences, walls or hedges.
A solid fence, wall or hedge may project into or enclose required yards in all zones provided that maximum height, excluding posts and other structural components and excluding hedges in single family districts, as measured from grade at the fence, wall or hedge averaged across the length of the fence, wall or hedge does not exceed the following:

- i. Required front yards--4 feet;
fences may exceed 4 feet provided that of any such excess height of the fence, the visibility through it shall not be less than 50 percent and shall be equally apportioned in the entire length of any such fence. The maximum height of any such fence shall not exceed 5 ft.
- ii. Required side yards--6 feet
- iii. Required rear yards--8 feet
- iv. All yards for oceanfront lots -- 4 feet, fences on oceanfront lots may exceed 4 feet on the sides and rear, provided that of any such excess height of the fence, the visibility through it shall not be less than 50 percent and shall be equally apportioned in the entire length of any such fence. The maximum height of any such fence shall not exceed 5 feet.
- v. Posts and other structural components may extend an additional 12" above the height limits of i-iv above.
All fences are to be of similar appearance on both sides of the fence. All structural support features of a fence or wall which make a side dissimilar from the other side must be placed on the interior side of such wall or fence.

8' REAR FENCE HEIGHT
REAR YARD

6' SIDEYARD FENCE HEIGHT
SIDE YARD

4' FRONT FENCE HEIGHT
FRONT YARD

Organization	Required	Approval Signature
Zoning	<input type="checkbox"/>	
Flood	<input type="checkbox"/>	
Building	<input type="checkbox"/>	
Landscaping	<input type="checkbox"/>	
Engineering	<input type="checkbox"/>	
Business Licensing	<input type="checkbox"/>	

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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
	Email	Fax



CITY OF MYRTLE BEACH CONSTRUCTION SERVICES BUILDING FIRE PERMIT APPLICATION

Job Site/ Physical Address			Building Use <input type="checkbox"/> Commercial <input type="checkbox"/> Res		Zoning District	Flood Zone
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 #	
Architect/Engineer		Mailing Address			Phone	
					City License #	
					State License #	
Work Classification <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Remove/Demo						Property Maintenance <input type="checkbox"/> Yes <input type="checkbox"/> No
Nature of Work: <input type="checkbox"/> Sprinkler System <input type="checkbox"/> Fire Alarm System <input type="checkbox"/> Fire Alarm Panel <input type="checkbox"/> Standpipe System <input type="checkbox"/> Kitchen Hood w/Suppression <input type="checkbox"/> Automatic Extinguishing System (Requires mechanical permit) <input type="checkbox"/> Underground Fireline						
Description of Work						
IBC/IRC CODE YEAR _____	Tap Ticket #	Sprinkled <input type="checkbox"/> Yes <input type="checkbox"/> No		Type Construction	Occupancy Group	Sq Ft
Total Valuation		Plan Review Fee			Permit Fee	
Date Received		Date Issued			Permit #	
<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>						
Signature of Owner or Authorized Agent			Printed Name		Phone	Fax
Company			Email Address			

Project Coordination

Department	Required	Permit Approval Signatures
Zoning		
Building/Fire		
Engineering		
Business License		

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Tree Statement

Construction Services
City of Myrtle Beach

843-918-1111

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.

Tree protection inspection must be performed prior to plan approval on certain projects.

Contact Ryan Boyd at 843-918-1182/rboyd@cityofmyrtlebeach.com) or

Matt Brooks at 843-918-1166/mbrooks@cityofmyrtlebeach.com.

Signature of Applicant (Owner or Authorized Agent)

Printed Name of Applicant

Date



City of Myrtle Beach
Department of Public Works – Engineering Division
Residential Driveway Requirements

- A Hold Harmless Agreement is required prior to the City permitting the construction, installation and/or modification of any driveway constructed of any material other than standard concrete or asphalt, such as concrete toppings, coatings, coloring, texturing, stamping, brick pavers, turf stone and/or other similar types of materials located within the public right-of-way (see attached Hold Harmless Agreement).
- All standard concrete driveways must be constructed of 6” minimum thick 3,000 psi concrete within the public right-of-way with optional fiber mesh reinforcement only and an expansion joint provided at the property line. A minimum five feet return radii shall be provided at the juncture with the roadway. Control joints shall be installed at the five feet-return radii. Pavers installed in the public right-of-way must be set on a 6” minimum non-reinforced concrete pad.
- Any person constructing, installing and/or modifying a driveway on a state owned right-of-way must obtain a SCDOT encroachment permit, as well as a City permit, prior to the construction of the driveway.
- Existing sidewalks and/or curbing in the public right-of-way located where a driveway is to be constructed, installed and/or modified must not be disturbed, removed and/or modified in any manner except for removing the section of sidewalk where the driveway is to be installed and replacing this portion of the sidewalk with 6” minimum thickness of 3000 PSI standard concrete (see attached sidewalk specifications).
- Sidewalks, handicap ramps, curbing etc shall comply with all current requirements of the Americans with Disabilities Act (ADA).
- The Owner/Contractor must call the City of Myrtle Beach Construction Services Department at 843-918-1111 for a driveway or sidewalk form inspection prior to installing the concrete. Any issues and/or concerns can be discussed at that time. A final inspection must be called in as well for the driveway or sidewalk at completion.

Jobsite Address & Lot # _____

TMS/PIN # _____

I have read and understand all of the above requirements:

Property Owner/Authorized Representative (signature)

Print Name

Date



City of Myrtle Beach
Department of Public Works - Engineering Division
P.O. Drawer 2468 • Myrtle Beach, SC 29578

**HOLD HARMLESS AGREEMENT FOR
RESIDENTIAL DRIVEWAYS**

In consideration for the City of Myrtle Beach allowing the installation of a private driveway constructed of materials not standard to the City's Operation and Maintenance Personnel, specifically, concrete toppings, coatings, coloring, texturing, stamping, brick pavers, turf stone and/or other similar types of materials located within an existing public right-of-way at Property located at _____, being Horry County TMS/PIN# _____, I/We including successors and/or assigns, agree to hold the City of Myrtle Beach or its authorized agents harmless from any claims for damages of any kind to any real and/or personal property that is located with the public right-of-way in the course of repair, maintenance and/or inspection of utilities within the right-of-way in the course of repair, maintenance and/or inspections of utilities within the right-of-way and/or any improvements of any kind by the City or its authorized agents with the public right-of-way.

The replacement and /or repair for any driveway material other than standard non-reinforced concrete shall be the responsibility of the owner, its successors and/or assigns. This agreement is not, however, intended to relieve the City or its authorized agents from liability which may arise because of its negligence or negligence of its employees.

- If a sidewalk exists, specialty material shall only be allowed to be installed between the sidewalk and the property / right-of-way line.
- If no sidewalk exists, specialty material may be installed from the property / right-of-way line up to the existing asphalt roadway. If a new sidewalk is installed where the City has previously approved a specialty material driveway, a portion of the driveway shall be removed and replaced with standard concrete to accommodate the sidewalk.

Property Owner (sign here)

(please print name here)

Date



City of Myrtle Beach
Department of Public Works - Engineering Division
P.O. Drawer 2468 • Myrtle Beach, SC 29578

HOLD HARMLESS AGREEMENT

**RESIDENTIAL DRIVEWAYS
FOR EMMENS AND WITHERS PRESERVE**

In consideration for the City of Myrtle Beach allowing the installation of a private driveway constructed of materials not standard to the City's Operation and Maintenance Personnel, specifically, concrete toppings, coatings, coloring, texturing, stamping, brick pavers, turf stone and/or other similar types of materials located within an existing public right-of-way at Property located at _____, being Horry County TMS/PIN# _____, I/We including successors and/or assigns, agree to hold the City of Myrtle Beach or its authorized agents harmless from any claims for damages of any kind to any real and/or personal property that is located with the public right-of-way in the course of repair, maintenance and/or inspection of utilities within the right-of-way in the course of repair, maintenance and/or inspections of utilities within the right-of-way and/or any improvements of any kind by the City or its authorized agents with the public right-of-way.

The replacement and /or repair for any driveway material other than standard non-reinforced concrete shall be the responsibility of the owner, its successors and/or assigns. This agreement is not, however, intended to relieve the City or its authorized agents from liability which may arise because of its negligence or negligence of its employees.

Property Owner (sign here)

(please print name here)

Date



**CITY OF MYRTLE BEACH
CONSTRUCTION SERVICES
SEWER ELEVATION CERTIFICATION**

DATE: _____

PROJECT NAME: _____

PROJECT ADDRESS: _____

TAX MAP NUMBER: _____

PERMIT NUMBER: _____

I certify that the elevation of the sewer tap, the location and the elevation of the line from the building to the tap will meet the plumbing code requirement of 1/8 inch per foot.

PROPERTY OWNER: _____

SIGNATURE: _____

(OR)

CONTRACTOR NAME: _____

SIGNATURE: _____

(This verification letter must be submitted at time of application and before any temporary power or foundation inspection will be performed. The purpose is to ensure that proper drainage from building to city sewer is accomplished.)