Solar Submittal Checklist

- ○ Horry County Application
- ○ Scope of Work
- ○ Signed Contract and/or Authorization
- ○ Engineered letter (roof), Engineered Post hole (Ground)
- ○ Interconnect signed by power company
- ○ Roof layout to scale (i.e. 1/8"=1', 1:20)
- ○ Site Map to scale (for ground installation)
- ○ 2 Sets of plans consisting of: layout, wiring diagram, manufacture equipment and installation information

Any items that are missing/incorrect will impede the permitting and review process

HORRY COUNTY PERMIT APPLICATION

(Must be fully completed in ink)

FLOOD ZONE _____
BFE _____
PANEL# _____
ECERT REQ _____
APPROVED _____

DATE IN _____

FEES PD $_____ P/R_____ Z
CLERK _____
REF _____
APPD_____ DATE_____

_____ (_____)_____
Name on Owner (as listed on Tax Books) Telephone

_____
Mailing Address City State Zip

_____ _____ _____
Site Address Subdivision Lot#

_____ _____ _____ _____
Project Name Bldg # of Units Occupant Load

Type of Work: New( ) Addition ( ) Alter ( ) Repair ( ) Move ( ) Demolish ( ) Other _____

Use of Improvements: Single Family( ) Mobile Home( ) Duplex( ) Apartment( ) Commercial ( ) Institutional ( ) Utility ( )

Warehouse( ) Manufacturing( ) Condo( ) Industrial( ) Farm Building( ) Sign( ) Other _____

Type of Construction: Metal( ) Wood( ) Steel( ) Concrete( ) Other _____

Exterior: Brick( ) Conc. Block( ) Stone( ) Brick Veneer( ) Stucco( ) Metal( ) Wood( ) Glass ( ) Vinyl ( ) Other _____

No of Stories_____ No. of Bedrooms_____ No. of Baths_____ No. of Half Baths_____ Total # Rooms ____

Type of Heating: Central Air Cond.( ) Heat Pump( ) Other_____ Sprinkler Req___ Provided___ N/A____

Type of Fuel: Oil( ) Gas( ) Electricity( ) Wood( ) Other _____

Unheated areas: Garage ( ) Carport ( ) Porches ( ) Decks ( ) Masonry Fireplaces # _____

Total No. of Square Feet_____ Heated Space_____ Unheated _____

Description: _____

Zoning Inspection
Yes ( ) No ( )

Value of Construction $ _____ Permit # _____

Building Permit Fees $ _____ Mobile Home Sticker # _____

Zoning Fees $ _____ Farm # _____

M I G C Fire Fee $ _____ Plan / Bin #_____

_____ $ _____ App Code _____

TOTAL FEES $ _____ HC Business License #_____

Contractor or Builder_____ Tele #_____ State License # _____

Address_____ Email _____

Architect or Engineer_____ Tele #_____ Fax # _____

Address_____ Email _____

_____ _____ _____ _____ _____
Estimated Date of Completion TMS / PIN # Dist # Zone Verified

THIS PERMIT MAY BE SUSPENDED OR REVOKED FOR VIOLATION OF ANY REGULATION IN EFFECT BY ORDINANCE OR OTHERWISE BUILDING PERMITS ARE NOT REFUNDABLE OR TRANSFERABLE.

Issued By _____ Signature _____
Owner ( ) Contractor ( ) Agent ( )

Date _____ Print Name _____

SCOPE OF WORK FOR ALTERATIONS/ REPAIRS/ ADDITIONS

__ COMMERCIAL __RESIDENTIAL

SITE LOCATION _____

APPLICANT PLEASE DESCRIBE IN DETAIL EXACTLY WHAT YOU ARE DOING:

_____

_____

_____

_____

_____

_____

_____

_____ _____

APPLICANT'S SIGNATURE **DATE**

REVIEWER COMMENTS:

_____

_____

_____

_____

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_____

_____ _____ _____

REVIEWER **DATE** **PERMIT #**

PROPERTY OWNER AUTHORIZATION LETTER

DATE: _____

I, _____ AUTHORIZE _____ TO
PRINT- PROPERTY OWNER/ HOA REP **PERSON OBTAINING PERMIT**

OBTAIN A BUILDING PERMIT FROM HORRY COUNTY CODE ENFORCEMENT FOR

_____ ON BEHALF OF MYSELF OR AGENCY FOR **PROPERTY LOCATED AT:**
TYPE OF WORK

_____

_____ WILL BE RESPONSIBLE FOR THE WORK LISTED.
PRINT- PROPERTY OWNER / HOA REP

_____ _____
SIGNATURE- PROPERTY OWNER / HOA REP **DATE**

_____
TELEPHONE NUMBER

SWORN BEFORE ME THIS _____ **DAY OF** _____, _____ **OR 3RD PARTY WITNESSED BY:**

_____
NOTARY OF SOUTH CAROLINA

_____
WITNESS SIGNATURE

_____
MY COMMISSION EXPIRES