COMMERCIAL ALTERATIONS/RENOVATIONS PROCESS:

1. The completed building permit application and plans must first be emailed to cplans@horrycounty.org for screening purposes to determine if plans are acceptable for submittal. A building permit application may be downloaded at **http://www.horrycounty.org/forms** or call (843) 915-5090.

   NOTE: All site plans must be drawn to a typical engineering or architectural scale. (You can draw your own site plan as long as it is to scale.)

   Once plans are determined to be acceptable for building plan submittal, submit a completed permit application and scope of work, along with one (1) complete paper set of plans. These plans should include a floor plan drawn to an engineer or architectural scale showing all doors, windows, tenant separation walls, plumbing, electrical and mechanical changes. Site plans may be required for Planning & Zoning's review and approval - contact the Planning & Zoning Department at (843) 915-5340 for site plan submittal procedures.

3. Allow 20 working days for the review process. Plans are reviewed numerically as logged. Please do not expect an on-the-spot review.

4. If the structure is located in a flood hazard zone, proof of elevation or a substantial improvement package (required by FEMA) will be required to be completed and submitted for review and approval by the flood plain manager in Code Enforcement. A copy of this package may be obtained from Code Enforcement.

5. Building permit and plan review fees will be determined only at the time the building permit information is applied for. To help you with planning, the following fees apply:
   a. Renovation of an existing building is based upon the value of construction and is calculated by the Appendix B of the 1997 SBC Code.
   b. If construction is in the Murrells Inlet/Garden City Fire District, an additional fire impact fee will be charged. This amount is based on the value of construction and can be determined by calling the Murrells Inlet/Garden City Fire Department at (843) 651-5143 with the current market value of construction.
   c. A zoning fee will be charged. For a schedule of zoning fees, contact the Zoning Department at (843) 915-5340.

PRIOR TO ISSUANCE OF A PERMIT, THE FOLLOWING DOCUMENTATION MAY BE REQUIRED, IF APPLICABLE:

1. Sewer receipt or waiver from sewer authority or septic approval from DHEC

2. General Contractor's License (if value of construction is $5,000 or more).

3. Notarized Letter of Authorization (if general contractor is required and anyone other than license holder obtains building permit)

4. Murrells Inlet/Garden City Fire District Approval, if construction is within this district. Call (843) 651-5143 for more information.

5. Notarized letter of authorization for permit required from property owner of record.

GENERAL INFORMATION:

1. If you are doing any demolition, you must contact DHEC at (843) 448-1902 to inform them of what you are doing. A demolition permit may also be required from Code Enforcement.

2. A sprinkler permit must be obtained separately prior to starting the installation. Sprinkler drawings may be required to be submitted to the SC Fire Marshal's Office for review. If so, allow a minimum of thirty days for the review and allow time for corrections to the drawings if any are required. For additional information, you may contact the SC Fire Marshal's office at (803) 896-9800. Submit a pdf and one (1) copy of all sprinkler drawings to HC Code Enforcement for plan review and permitting. A minimum $25 plan review fee is due at submittal. Failure to obtain a sprinkler permit may delay your final inspection and certificate of occupancy.

3. A building permit is required for replacement of existing HVAC systems.

4. An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and a justifiable cause demonstrated.

PREPARING PLANS FOR SUBMITTAL

If area being remodeled is an Assembly, Educational, Institutional, or Hazardous use, or 5000 sq. ft. or more, plans must be prepared by a SC licensed architect.

The following applicable codes have been adopted and are currently in use by Horry County and should be referenced:

2018 International Building Code	2018 International Mechanical Code
2018 International Fire Code	2018 International Plumbing Code
2018 International Fuel Gas Code	2017 National Electric Code
2018 International Existing Building Code	2017 ICC A117.2 Accessibility Code
2009 International Energy Conservation Code	

NFPA Standards as adopted by the Office of State Fire Marshal

SPECIAL NOTE:

- Everyone operating a business within Horry County must obtain a Business License. Contact the Horry County Treasurer's Office at (843) 915-5620 for more information.

- **PENALTY FOR BUILDING WITHOUT A PERMIT IS THE PERMIT FEES ARE DOUBLED.**

(Rev. 1-1-2020)

COMMERCIAL

RENOVATIONS / ALTERATIONS

PERMITTING PROCESS

FOR

HORRY COUNTY

(Unincorporated Areas of Horry County Only)

Horry County Government & Justice Center
1301 2nd Ave. Suite 1D09
Conway, S. C. 29526

Code Enforcement: (843) 915-5090 Planning/: (843) 915-5340
Fax: 915-6090 Zoning Fax: 915-6340

Addressing: (843) 915-5345
Fax: 915-6341

Stormwater: (843) 915-5160
Fax: 365-2208
4401 Privetts Rd Conway SC 29526

http://www.horrycounty.org