REPAIR PERMIT REQUIREMENTS:

1. Completed building permit application
2. Zoning compliance
3. Written scope of work
4. Contractor information
5. If structural work is being done, engineer approval may be required
6. Building permit fees based on value and figured on Apx. B of 1997 SBC

MOVED STRUCTURES:

1. Completed building permit application
2. Engineered Foundation Drawing
3. Site plan drawn to scale
4. Zoning compliance
5. Sewer or septic approval
6. Contractor information

DEMOLITION:

1. Completed building permit application
2. DHEC notification required (843) 448-1902
3. Stormwater approval (any land disturbance activity) (843) 915-5160
4. Building permit fee is $50

WHEN PLANS ARE PREPARED AND READY TO SUBMIT FOR REVIEW, PLEASE DO THE FOLLOWING:

1. The completed permit application and plans must first be emailed to cplans@horrycounty.org for screening purposes to determine if plans are acceptable for submittal. If application is for a change of use (different type of business), an existing floor plan is required (drawn to scale), showing all proposed doors, windows, tenant separation walls, plumbing, electrical and mechanical changes. A design professional may be required, depending upon size and/or occupancy classification. A site plan may also be required to be submitted electronically to Planning & Zoning for review and approval – call (843) 915-5340 for more information. A permit application may be downloaded at (**http://www.horrycounty.org/forms**) or call (843) 915-5090.

2. 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. If alterations include any site and/or parking changes, a site and landscaping plan will also be required for Planning & Zoning's review and approval - call (843) 915-5340 for site plan submittal procedures.

3. If structure is located in a flood hazard zone proof of elevation or a substantial improvement package may 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.

NOTE: All site plans must be drawn to an engineer or architectural scale. (You can draw it yourself as long as it is to scale.)

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 from license holder (if general contractor is required and anyone other than license holder obtains 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 from property owner of record.

GENERAL INFORMATION:

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

2. Permit fees will be determined only at the time the permit information is entered into the computer. 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 new construction or for renovations. For a schedule of zoning fees, contact the Zoning Department at (843) 915-5490.

3. A sprinkler permit must be obtained separately. Sprinkler drawings may be required to be submitted to the SC Fire Marshal for review. If so, allow a minimum of thirty days for a review and allow time for corrections to the drawing 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. Sprinklers not approved on time may delay your final inspection and the certificate of occupancy.

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 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 registered 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 Fire Code
2018 International Fuel Gas Code
2009 International Energy Conservation Code
2018 International Mechanical Code
2018 International Plumbing Code
2017 National Electric Code
2017 ICC A117.1 Accessibility 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.

(Rev. 1-1-2020)

MISCELLANEOUS

COMMERCIAL PERMITS

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 **Fax: 915-6340**

Addressing: (843) 915-5345 **Zoning: (843) 915-5490**
Fax: 915-6341 **Fax: 915-6490**

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

http://www.horrycounty.org