COMMERCIAL REVIEW PROCESS:

PREPARING PLANS FOR SUBMITTAL:

If your building is an Assembly, Educational, Institutional, or Hazardous use, or 5000 sq. ft. or more, or is three stories or more, plans must be prepared by a licensed architect. The licensed design professional shall work within the area of their expertise. Plans may require both an Architect and an Engineer registered in the state of South Carolina. Should you have any questions regarding this you may call a commercial plans reviewer at (843) 915-5090.

The preparer(s) of the plans must identify themselves by signing the drawings. In the case of the design professional, they must use seals indicating they are registered in the state of South Carolina, and their seals must match their title blocks.

All metal buildings will require metal building drawings sealed by a S.C. Engineer and a foundation drawing prepared by a licensed S. C. Engineer.

All new modular buildings will require modular building drawings sealed by the S.C. Building Codes Council and by a S.C. Registered Engineer and a foundation drawing prepared by a licensed S.C. Registered Engineer.

Code Summary:

The following codes have been adopted and are currently in use by Horry County:

2021 International Building Code	2021 International Mechanical Code
2021 International Fire Code	2021 International Plumbing Code
2021 International Fuel Gas Code	2020 National Electric Code
2009 International Energy Conservation Code	2017 ICC A117.1 Accessibility Code

NFPA Standards as adopted by the Office of State Fire Marshal

Please reference all applicable codes and show the following information in your code summary.

- Building Description: Height, Area, Construction Type, and Sprinklered or Non-Sprinklered
- Show occupant load of all spaces
- Floor Live Load (per 1603.1.1)
- Roof Live Load (per 1603.1.2)
- Roof Snow Load Data (per 1603.1.3)
- Wind Design Data (1603.1.4)
- Earthquake Design Data (per 1603.1.5)
- GEOTECHNICAL INFORMATION (per 1603.1.6) THE DESIGN LOAD-BEARING VALUES OF SOILS SHALL BE SHOWN ON THE CONSTRUCTION DOCUMENTS.
- Flood Design Data (1603.1.7)
- Special Loads (1603.1.8)
- Special Inspections:
  1. Indicate required special inspections, if any
  2. Identify party responsible for performing special inspections

Special Inspections Packet are to be submitted with plans. Available online at www.horrycountysc.gov/departments/code-enforcement/forms/

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

1. The completed building permit application and plans must first be emailed to cplans@horrycountysc.gov for pre-screening purposes to determine if plans are acceptable for submittal. *NO PLAN REVIEW IS PERFORMED* A building permit application may be downloaded at **www.horrycountysc.gov/departments/code-enforcement/forms/** or by calling (843) 915-5090.
2. Once plans are determined to be acceptable for building plan submittal, submit one (1) complete paper set of plans (per structure) for building plan review. Electronic site plan submittal required for Planning & Zoning review and approval – call (843) 915-5340 for site plan submittal requirements.
3. Plan review timeline fluctuates, depending on volume of plans in the office. Plans are reviewed numerically as logged. Please do not expect an on-the-spot review.
4. If in a flood zone, an elevation certificate will be required and additional information required based on the flood zone your property is in. Call (843) 915-5090 for more info.
5. 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:
   1. **New Construction – Review Fee – 20 cents per square foot**
   2. **New Construction – Permit Fee – 35 cents per square foot**
   3. Renovation of an existing building is based upon the value of construction and is calculated by the Appendix B of the 1997 SBC Code.
   4. 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.
   5. A zoning fee will be charged. For a schedule of zoning fees, contact the Zoning Dept at (843) 915-5340.

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

1. Paid detailed sewer receipt, waiver or DHEC approval letter.
2. Approved site civil plans. Call (843)-915-5340 for more information.
3. General Contractor's License (if value of construction is $5,000 or more).
4. Horry County Business License, call (843)-915-5620 for more information.
5. Notarized Letter of Authorization from the license holder (if general contractor is required and anyone other than license holder obtains permit).
6. Murrells Inlet/Garden City Fire District approval, if construction is within this district.
7. E-911 Address - Call Addressing at (843) 915-5345 for more information.
8. Notarized Letter of Authorization from owner of property.

GENERAL INFORMATION:

1. If you are doing any, partial or entire building demolition, you must contact DHEC at (843) 915-8801 to inform them of what you are doing. A demolition permit may also be required from Code Enforcement.

2. A jurisdictional sprinkler permit must be obtained prior to installing the fire protection. Sprinkler drawings may be required to be submitted to the SC Fire Marshal's Office for review and approval. Submit a PDF and one (1) copy of all sprinkler drawings to Horry County Code Enforcement for plan review and permitting. A minimum $25 plan review fees is due at submittal. Failure to obtain a sprinkler permit may delay your final inspection and the certificate of occupancy. You may contact the SC Fire Marshal's Office at (803) 896-9800.

3. 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.

Site Plan: All site plans must be drawn to an engineer or architectural scale. Indicate proposed new structure(s) and any existing buildings or structures, property lines with dimensions, streets, easements, setbacks, and location/distance of nearest fire hydrant. Show required parking and landscaping, including compliance with tree preservation and buffer ordinances where applicable. Civil site plans shall be required (water, sewer, electric, grading, drainage) as a separate package. Show north arrow.

Floor Plan: Indicate all floors including basements. Show rooms, with their use, overall dimensions, and locations of structural elements and openings. Show doors and windows. Provide door and window schedules. Fire assemblies, area and occupancy separations, and draft stops should be shown.

Foundation Plan: Indicate foundations and footings. Indicate size, locations, thickness, materials, strength and reinforcing. Show embedded anchoring such as anchor bolts, hold-downs, and column base plates. Show design loads.

Building Sections and Wall Sections: Indicate materials of construction, non-rate and fire rated assemblies and fire rated penetrations. Indicate dimensions of all heights.

Framing Plans: Indicate primary structural members, their size, methods of attachment, location and materials for floors and roof. Provide basic design criteria and material specifications.

Exterior Elevations: Indicate all views. Indicate vertical dimensions and heights. Show openings and identify all materials.

HVAC System: Indicate the heating, ventilating, and air conditioning systems. Include units, sizes, mounting details and air, water and refrigerant systems components and sizes. Provide equipment schedules. Provide basic design criteria.

Plumbing System: Indicate fixtures, piping, slopes materials and sizes. Show points of connections to septic tanks, sewer systems, water lines and other applicable utilities.

Electrical System: Indicate electrical fixtures, wiring conduit sizes and circuiting, grounding, panel schedules, single line diagrams, and fixture schedules. Show point of connection to utility. Size of service.

SPECIAL NOTES:

❖ 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.

PROTECTED ROADWAY: Construction in some areas requires the submission of a tree survey with their plans to the Zoning Department. For a list of protected roadways, please contact the Zoning Department.

FIRE ALARM PLAN: Floor plan that indicates use of all rooms. Plan needs location of initiating and notification devices and fire alarm control unit. Power, secondary power, battery calculations, and voltage drop calculations are required. (as per 907.1.2)

PENALTY FOR BUILDING WITHOUT PERMIT - PERMIT FEES DOUBLED.

REVISED: 12-22-2023

NEW COMMERCIAL STRUCTURES, ADDITIONS & NEW MODULARS 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.horrycountysc.gov