

PERMITTING PROCESS FOR SINGLE FAMILY RESIDENCE & RESIDENTIAL MODULAR:

Single Family Residence (Plan Requirement):

- A. Any single family residence, regardless of size, as well as any associated structures exceeding 400 square feet will require engineering design in accordance with the 2003 International Residential Code with original seal(s). To verify this, we require **two** sets of plans, which shall include elevations, floor plan, foundation, and roof detail. Truss or stick built roofs will require details to be submitted with load and uplift location indicated on the plans for all types of foundations.
 - a. Any plans showing a fixed staircase must include a floor plan showing square footage of the upper level.
 - b. Copies of plans are not acceptable.
 - c. **All 2nd story and above open decks must be engineered.**

400 sq. ft. or Less Buildings

- Construction drawings are not required to be engineered if your structure is 400 sq ft or less **unless it is a single-family residence or in a VE Flood Zone**. However, you will need to follow general requirements. The specifications are available for your information in the Code Enforcement Dept. **If structure is in a VE Zone, contact Flood Plain Manager for specific requirements or limitations.**

Residential Modular (Plan Requirement):

- A. All modular building drawings must have foundation details and statement of code compliance, including minimum 130mph (3 second gust) wind loads, seismic designation. Modular Unit must have South Carolina Building Codes Council seal and specifications along with a South Carolina registered engineer or architect seals. All seals must be legible.

After Plans are prepared:

1. A building permit application must first be completed and taken to the zoning counter for verification of tax map number, zoning district, ownership of the property and type of work or improvements. **Two** site plans drawn to an engineer or architect scale showing all existing and new structures and property lines is required. (You may draw your own site plan to a measurable scale.) The site plan and the proposed use are reviewed for setback compliance and upon approval a certificate of zoning compliance is issued.
2. The customer submits the building permit application and zoning compliance along with any other documentation and/or a drawing required for permitting and pays the plan review and zoning fees to Code Enforcement. A building permit application may be obtained at 1301 2nd Ave. Conway, downloaded at <http://www.horrycounty.org/forms> or call (843) 915-5090.
3. Required plans must be submitted to Code Enforcement for review. We ask for 3 to 5 working days for this review process. If the structure is located in a flood plain, the review process may take longer. The building plan review fee is \$.10 cents per square foot plus \$25 for zoning compliance. These fees are due when plans are submitted for review.
4. If your structure will be located in a flood plain, a pre-construction elevation certificate will be required. Contact the Flood Plain Manager by calling

(843) 915-5090 with any questions.

5. When the plans are approved for permitting, we will need a sewer receipt from the sewer company, a final septic approval from DHEC or a completed existing septic form, which can be obtained from Code Enforcement Dept.
6. The building permit fee is \$.25 cents per square foot, heated and unheated, and is due at time of permitting.
7. If someone other than the homeowner is constructing a home, a SC residential contractors license is required.
8. If the homeowner is listed as the contractor for construction of the home or addition, a Disclosure Form (recording documentation that the home was built by someone other than a licensed builder) must be completed and recorded with the Register of Deeds Office prior to issuance of the building permit. A Disclosure Form may be picked up at the Code Enforcement Department.
9. If anyone other than the homeowner or contractor is picking up the permit, a notarized letter from the homeowner or contractor allowing you to obtain the permit is required.

Permitting Process for Mobile Homes:

1. A mobile home must be registered at the mobile home counter. A \$5.00 registration fee (if registered within fifteen (15) days of purchase, if not a \$5 penalty will be added) must be paid to the Horry County Tax Assessors Department (843) 915-5041 prior to issuance of a building permit. All taxes must be paid on any pre-owned manufactured home before it can be registered and mobile home decal or moving permit issued. Required documents needed to register a mobile home:
 1. **New MH:** a) Title b) Form 400 c) Form 100/500 with complete MH description and signature(s)
 2. **Used MH:** a) Information listed in #1 b) Previous owner's name or name listed on tax rolls c) Sticker # off MH d) All taxes paid
 3. **MH moved into Horry County from another county or state:** a) Information listed in #1 b) Moving permit issued by the county/state c) Paid tax receipt for current year from other county

Please note: mobile homes built prior to July 13, 1994 can be moved into Horry County. Newer models cannot be moved into Horry County unless they are constructed as Wind Zone II (hurricane prone) homes required by the State of South Carolina.

2. A mobile home permit application must be completed and taken to the zoning counter for verification of tax map number, zoning district, ownership of the property and type of work or improvements. A site plan drawn to an engineer or architect scale showing all existing and new structures and property lines is required. (You may draw your own site plan to a measurable scale.) The site plan and the proposed use are reviewed for compliance and upon approval a certificate of zoning compliance is issued.
3. The customer then goes to the Code Enforcement counter to submit: the mobile home permit application, zoning compliance, sewer receipt from the sewer company if the mobile home is to be hooked up to the sewer, final septic approval from the health dept. if it's a new septic tank or complete an existing septic form which can be obtained in the Code Enforcement Dept., and the tax sticker. Contact the Flood Plain Manager at (843) 915-5090, if you are in a flood zone for requirements.
4. The mobile home permit fee is \$150.00, zoning fees \$25 and additional fees for any additions, repairs, decks and/or alterations are paid to Code Enforcement at time of permitting.

SPECIAL NOTES:

An application for a building 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 building 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.

ALL NEW RESIDENCES WILL REQUIRE AN E-911 ADDRESS PRIOR TO PERMITTING (usually obtained via computer during the plans expediting process by the staff) For more information call Addressing Dept. at (843) 915-5345.

A site plan is not required to obtain zoning compliance for repairs and interior remodeling.

A building permit is not required for:

Alterations & repairs of less than \$500 value including labor

*Fences 6 ft or less in height

*One story freestanding structures 200 sq ft or less unless in a flood zone

Sidewalks or driveways not more than 30 inches above adjacent grade and not over any basement or story below

Painting

Wallpaper

Tile

Carpeting

Cabinets

Counter Tops

*Swimming pools less than 24" deep.

Retaining walls less than 4' in height from bottom of footing to top of the wall, unless supporting a surcharge .

*Privacy Fence in front yard . Fence minimum 10' from front property line.

Residential swings & playground equipment accessory to 1&2 family dwellings

Shingles Only (no wood replacement)

*Window Awnings supported by exterior wall which do not project more than 54" from exterior wall.

***Need Zoning approval:**

If you have questions regarding if a zoning permit is required, please call:

(843) 915-5340

If you have a question whether or not a building permit is required please call:

(843) 915-5090

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

NEW RESIDENTIAL STRUCTURES, NEW RESIDENTIAL MODULARS & NEW MOBILE HOMES PERMITTING PROCESS

FOR

HORRY COUNTY

(Unincorporated areas of Horry County)



Horry County Government & Justice Center

1301 2nd Ave. Suite 1D09

Conway, S. C. 29526

Code Enforcement: (843) 915-5090

Planning and Zoning

843- 915-5340

Fax: 915-6090

Fax: 915-6340

Addressing: (843) 915-5345

Fax: 915-6341

Stormwater: (843) 915-5160

Fax: 365-2208

4401 Privetts Rd Conway SC 29526