

COMMERCIAL ALTERATIONS/RENOVATIONS PROCESS:

1. The completed building permit application must first be taken to the Code Enforcement Department counter for verification of the tax map number and issuance of Zoning Compliance form. A building permit application may be downloaded at <http://www.horrycountv.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.)

2. Submit two (2) complete sets of plans to the Code Enforcement Plans Expediter. 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. If the work proposed is a change of use, or if improvements will add additional square footage, and the value of construction is equal to or greater than 25% of the County's assessed value for this property two (2) sets of landscaping and site plans (drawn on a single sheet where practical) will be required to be submitted for Zoning review and approval. A completed building permit application must accompany the drawings. If alterations include any site and/or parking changes, one (1) set of site and landscaping plans will also be required for Stormwater review and approval, or exemption along with a completed Stormwater application, which can be obtained from Code Enforcement or by calling (843) 915-5160 for more information. Return the building permit application to the Code Enforcement counter and pay plan review fee in advance.

❖ Plans and fees cannot be accepted by mail.

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 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 and Stormwater.
2. A sprinkler permit must be obtained separately prior to starting the installation. Submit sprinkler drawings to the SC Fire Marshal's Office for review and allow a minimum of thirty days for the review. 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 state approved sprinkler drawings to HC Code Enforcement for head count and permitting. Failure to obtain a sprinkler permit may delay your final inspection and certificate of occupancy.
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.

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 licensed SC design professional.

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

2006 International Building Code	2006 International Mechanical Code
2006 International Fire Code	2006 International Plumbing Code
2006 International Fuel Gas Code	2005 National Electric Code
2006 International Existing Building Code	

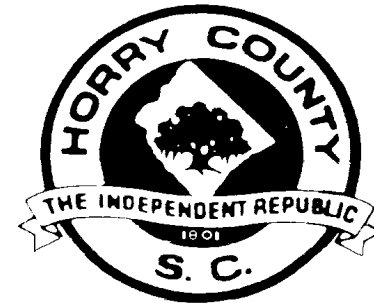
SPECIAL NOTE:

- ❖ 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. 7-1-08)

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>