Permit Requirements For:
Additions Less than 400 Sq. ft.

1. Application
2. Scope Of Work
3. Site plan drawn to scale
4. Sketch Floor plan of the house with addition
5. Disclosure Statement Completed / Registered @ Register of Deeds
6. Letter of Authorization or signed contract from property owner (notarized or witnessed)
7. Contractor Authorization if you are using a contractor (notarized or witnessed)
HORRY COUNTY PERMIT
APPLICATION
(Must be fully completed in ink)

DATE IN

Flood Zone

CLERK

BFE

P/R

PLAN CASE #

Z

CERT REQ

REF

APPD

DATE

Name of Owner (as listed on Tax Records)

Telephone

Mailing Address

City

State

Zip

Site Address

Subdivision / Phase #

Lot #

Project Name

Bidg. #

# of Units

Occupant Load

Type of Work: New ( ) Addition ( ) Alter ( ) Repair ( ) Move ( ) Demolish ( ) Other _______________________________

Use of Improvements: Single Family ( ) Mobile Home ( ) Duplex ( ) Apartment ( ) Commercial ( ) Institutional ( ) Utility ( )

Warehouse ( ) Manufacturing ( ) Condo ( ) Industrial ( ) Farm Building ( ) Sign ( ) Other _______________________________

Type of Construction: Metal ( ) Wood ( ) Steel ( ) Concrete ( ) Other _______________________________

Exterior: Brick ( ) Conc. Block ( ) Stone ( ) Brick Veneer ( ) Stucco ( ) Metal ( ) Wood ( ) Glass ( ) Vinyl ( ) Other _______________________________

No of Stories No of Bedrooms No of Baths No of Half Baths Total # Rooms Sprinkler Req ( ) Provided ( ) N/A ( )

Type of Heating: Central Air Cond. ( ) Heat Pump ( ) Other _______________________________

Type of Fuel: Oil ( ) Gas ( ) Electricity ( ) Wood ( ) Other _______________________________

Unheated areas: Garage ( ) Carport ( ) Porches ( ) Decks ( ) Masonry Fireplaces ( )

Total No. of Square Feet Heated Space Unheated _______________________________

Description of Work

Value of Construction $ ____________________________

Permit # ____________________________

Building Permit Fees $ ____________________________

Mobile Home Sticker # ____________________________

Zoning Fees $ ____________________________

Farm # ____________________________

MIGC Fire Fee $ ____________________________

MIGC Fire Receipt # ____________________________

TOTAL FEES $ ____________________________

Plan / Bin # ____________________________

App Code ____________________________

Contractor or Builder ____________________________

State License # ____________________________

Address ____________________________

Email ____________________________

Tele # ( ) ____________________________

Architect or Engineer ____________________________

Fax # ( ) ____________________________

Address ____________________________

Email ____________________________

Tele # ( ) ____________________________

Est Date of Completion ____________________________

TMS # / PIN # ____________________________

Dist. # ____________________________

_ZONE_ ____________________________

Verified ____________________________

THIS PERMIT MAY BE SUSPENDED OR REVOKED FOR VIOLATION OF ANY REGULATION IN EFFECT BY ORDINANCE OR OTHERWISE BUILDING PERMITS ARE NOT REFUNDABLE OR TRANSFERABLE.

Issued By: ____________________________

Signature ____________________________

Owner ( ) Contractor ( ) Agent ( )

Date ____________________________

Print name ____________________________
SCOPE OF WORK FOR ALTERATIONS / REPAIRS / ADDITIONS

_____ COMMERCIAL

_____ RESIDENTIAL

SITE LOCATION ________________________________

APPLICANT PLEASE DESCRIBE IN DETAIL EXACTLY WHAT YOU ARE DOING:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

APPLICANT ____________________ DATE ____________________

REVIEWER COMMENTS:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

REVIEWER ____________________ DATE ____________________ PERMIT#
Property Owner
Letter of Authorization

DATE: ____________________________

I, ____________________________ authorize ____________________________
Print – Property Owner/ HOA Rep Person obtaining permit
to obtain a building permit from HC Code Enforcement for ____________________________
Type of work
on behalf of myself or agency for property located at:

__________________________________________

will be responsible for the work listed.
(Print – Property Owner or Licensed Contractor Name)

__________________________________________
Property Owner / HOA Rep Signature Date

__________________________________________
Telephone Number

Sworn before me this _____ day of _____, ________ (OR) Witnessed By:

__________________________________________
Notary of South Carolina Witnesses Signature

My Commission Expires
CONTRACTOR
LETTER OF AUTHORIZATION

DATE: ________________________________

COMPANY NAME: _______________________________________________________

CONTRACTOR/QUALIFIER NAME: __________________________________________

I, ________________________________, authorize ________________________________
Print - Licensed Contractor Name Person obtaining permit

to obtain a building permit from HC Code Enforcement for __________________________
Type of work

on behalf of my construction company for property located at:

__________________________________________________________________________

I will be responsible for the work listed.

Telephone Number __________________ Type of License ______________ SC Contractor License #

Contractor / Qualifier Signature __________________ Date ______________

Sworn before me this ______ day of ________, ________ (OR) Witnessed By:

______________________________ _______________________
Notary of South Carolina Witnesses Signature

My Commission Expires ____________________________
State of South Carolina  
County of Horry

DISCLOSURE STATEMENT

The Code Enforcement of building safety under Codes of Laws of the State of South Carolina 1976, as amended Title 40, Chapter 59, Article 1, Section 40-59-260, is providing the undersigned owner/builder this disclosure statement.

State law requires residential construction to be done by licensed residential builders and specialty contractors. You have applied for a permit under an exemption to the law. The exemption allows you, as the owner of your property, to act as your own builder even though you do not have a valid state license. You must supervise the construction yourself. You may build or improve a one-family or two-family residence. The building must be for your own use and occupancy. It may not be built for sale or rent. If you sell or rent a residence you have built yourself within two years after the construction is complete, the law will presume that you built it for sale or rent, which is a violation of this exemption. You may not hire an unlicensed person as your residential builder or specialty contractor. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances. Your construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

PIN / TMS#: ____________________________________________

Address: ____________________________________________________________

Street City State Zip

Property Owner(s): ____________________________________________________

(Must be Legible)

Signature(s): _______________________________________________________

Witness _____________________________________________________________

Witness or Notary State of South Carolina  
County of Horry

PERSONALLY appeared before me _________________________ the undersigned

(Witness Printed Name (must be legible)

Witness and made oath that (s)he was present and IS NOT a party to or a beneficiary of the transaction and saw the within owner(s) sign, seal and as their act and deed, deliver the within Disclosure Statement; and that deponent with the other witness whose name is subscribed above witnessed the execution thereof.

SWORN to before me this _________________________ (Witness Signature)

______ day of _________________________ year of __________

Notary Legal Registered Printed Name ____________________________ 

Notary Public Signature ____________________________

My Commission Expires ____________________________

THIS FORM MUST BE COMPLETED & SIGNED BY ALL PROPERTY OWNERS AND 
RECORDED AT THE REGISTER OF DEEDS OFFICE PRIOR TO A PERMIT BEING ISSUED.