COMMERCIAL REVIEW PROCESS:

TEMPORARY MEMBRANE STRUCTURE:

Any temporary membrane structure that covers an area in excess of 120 square feet or 10 people, including connecting area or spaces with a common means of egress requires a building permit and shall not be erected for a period of more than 180 consecutive days within a 12 month period on a single parcel.

All membrane structures shall have a permanently affixed label bearing the identification of size and fabric or material type.

PREPARING PLANS FOR SUBMITTAL:

One (1) site plan and one (1) floor plan drawn to scale are required for submittal. The floor plan shall indicate details of the means of egress facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment, if any, along with information from the manufacturer.

Certification is required from the manufacturer that all parts of the membrane structure are composed of material meeting the flame propagation performance criteria of NFPA 701 or that they have been treated with a flame retardant in an approved manner of NFPA 701.

Large temporary membrane structures may be required to be designed by a licensed Architect and/or Engineer registered in the State of South Carolina.

All permanent membrane structures may be required to be designed by a licensed Architect and/or an Engineer registered in the State of South Carolina.

Manufacturer’s recommendations for set up may be required.

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@horrycounty.org for screening purposes to determine if plans are acceptable for submittal. A building permit application may be down loaded at (http://www.horrycounty.org/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 for building plan review. Electronic site plan submittal required for Planning & Zoning review and approval – call (843) 915-5340 for site plan submittal procedures.
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 in the 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 information.
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:
   a. Building Permit Fees and Building Plan Review Fees shall be based upon the value of construction and is calculated by the Appendix B of the 1997 SBC.
   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:

1. Notarized letter of authorization by property owner of record of availability of restroom facilities within 500 feet of tent structure.
2. General Contractor’s License (if value of construction is $5,000 or more).
3. Notarized Letter of Authorization from the 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.
5. Notarized Letter of Authorization from property owner of record allowing contractor to obtain permit.

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.
2. If a sprinkler system is required, it must be obtained separately prior to starting the installation of the system. Sprinkler drawings may be required to be submitted to the SC Fire Marshal’s Office 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. 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 fee 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.
4. All temporary membrane structures shall be inspected not less than two times per permitted use period. An inspection report shall be provided and shall consist of maintenance, anchors, and fabric inspections.
5. Temporary membrane structure may not displace any required parking spaces or landscaping, and must meet the applicable zoning district setback. Please check with the Planning & Zoning Department to make sure your property is not within an overlay district; some overlays may prohibit temporary membrane structures.
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 Mechanical Code
- 2018 International Fire Code
- 2018 International Plumbing Code
- 2018 International Fuel Gas Code
- 2017 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

**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.

**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.

**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.

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

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