Permit Requirements For:  
Detached Structure less than 400 sq. ft.

1. Application
2. Scope of Work
3. Site plan drawn to scale
4. Property Owner Authorization (notarized or witnessed) or Lease Agreement **If you are not the owner of the property**
5. Contractor Authorization (notarized or witnessed) if you are listing a licensed contractor to do the work on the application
# Horry County Permit Application

(Must be fully completed in ink)

<table>
<thead>
<tr>
<th>FLOOD ZONE</th>
<th>BFE</th>
<th>PANEL#</th>
<th>ECERT REQ</th>
<th>APPROVED</th>
</tr>
</thead>
</table>

Date In: __________

FEES PDS: __________
P/R: __________

CLERK: __________

PLAN CASE #: __________

REF: __________

APPD: __________ DATE: __________

Name of Owner (as listed on Tax Records)

Telephone: __________

Mailing Address

City

State

Zip

Site Address

Subdivision / Phase #

Lot #

Project Name

Bldg. #

# of Units

Occupant Load

<table>
<thead>
<tr>
<th>Type of Work: New ( )</th>
<th>Addition ( )</th>
<th>Alter ( )</th>
<th>Repair ( )</th>
<th>Move ( )</th>
<th>Demolish ( )</th>
<th>Other</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Use of Improvements: Single Family ( )</th>
<th>Mobile Home ( )</th>
<th>Duplex ( )</th>
<th>Apartment ( )</th>
<th>Commercial ( )</th>
<th>Institutional ( )</th>
<th>Utility ( )</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Warehouse ( )</th>
<th>Manufacturing ( )</th>
<th>Condo ( )</th>
<th>Industrial ( )</th>
<th>Farm Building ( )</th>
<th>Sign ( )</th>
<th>Other ( )</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Type of Construction: Metal ( )</th>
<th>Wood ( )</th>
<th>Steel ( )</th>
<th>Concrete ( )</th>
<th>Other ( )</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Exterior: Brick ( )</th>
<th>Conc. Block ( )</th>
<th>Stone ( )</th>
<th>Brick Veneer ( )</th>
<th>Stucco ( )</th>
<th>Metal ( )</th>
<th>Wood ( )</th>
<th>Glass ( )</th>
<th>Vinyl ( )</th>
<th>Other ( )</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>No of Stories</th>
<th>No of Bedrooms</th>
<th>No of Baths</th>
<th>No of Half Baths</th>
<th>Total # Rooms</th>
<th>Sprinkler Req ( )</th>
<th>Provided ( )</th>
<th>N/A ( )</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Type of Fuel: Oil ( )</th>
<th>Gas ( )</th>
<th>Electricity ( )</th>
<th>Wood ( )</th>
<th>Other ( )</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Unheated areas: Garage ( )</th>
<th>Carport ( )</th>
<th>Porches ( )</th>
<th>Decks ( )</th>
<th>Masonry Fireplaces ( )</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Total No. of Square Feet</th>
<th>Heated Space</th>
<th>Unheated</th>
</tr>
</thead>
</table>

Description of Work

Value of Construction: $ __________

Building Permit Fees: $ __________

Zoning Fees: $ __________

MIGC Fire Fee: $ __________

TOTAL FEES: $ __________

Contractor or Builder: __________

Tele # ( )

State License #: __________

Address: __________

Email: __________

Architect or Engineer: __________

Tele # ( )

Fax # ( )

Address: __________

Email: __________

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# _______
Example

Screen Room

Site Plan Example:
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