

Solar Submittal Checklist

- Horry County Application
- Scope of Work
- Signed Contract and/or Authorization
- Engineered letter (roof), Engineered Post hole (Ground)
- Interconnect signed by power company
- Roof layout to scale (i.e. 1/8"=1', 1:20)
- Site Map to scale (for ground installation)
- 2 Sets of plans consisting of: layout, wiring diagram, manufacture equipment and installation information

Any items that are missing/incorrect will impede the permitting and review process

HORRY COUNTY PERMIT APPLICATION

FLOOD ZONE _____
BFE _____
PANEL# _____
ECERT REQ _____
APPROVED _____

(Must be fully completed in ink)

DATE IN _____
FEES PD \$ _____ P/R _____ Z _____
CLERK _____
REF _____
APPD _____ DATE _____

Name on Owner (as listed on Tax Books) _____ Telephone _____

Mailing Address _____ City _____ State _____ Zip _____

Site Address _____ Subdivision _____ Lot# _____

Project Name _____ Bldg _____ # 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 _____
Type of Heating: Central Air Cond.() Heat Pump() Other _____ Sprinkler Req _____ Provided _____ N/A _____
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: _____

Value of Construction \$ _____
Building Permit Fees \$ _____
Zoning Fees \$ _____
M I G C Fire Fee \$ _____
TOTAL FEES \$ _____

Zoning Inspection
Yes () No ()

Permit # _____
Mobile Home Sticker # _____
Farm # _____
Plan / Bin # _____
App Code _____
HC Business License # _____

Contractor or Builder _____ Tele # _____ State License # _____

Address _____ Email _____

Architect or Engineer _____ Tele # _____ Fax # _____

Address _____ Email _____

Estimated 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 _____
Date _____

Signature _____
Owner () Contractor () Agent ()
Print Name _____

SCOPE OF WORK FOR ALTERATIONS/ REPAIRS/ ADDITIONS

COMMERCIAL

RESIDENTIAL

SITE LOCATION _____

APPLICANT PLEASE DESCRIBE IN DETAIL EXACTLY WHAT YOU ARE DOING:

APPLICANT'S SIGNATURE

DATE

REVIEWER COMMENTS:

REVIEWER

DATE

PERMIT #

PROPERTY OWNER AUTHORIZATION LETTER

DATE: _____

I, _____ AUTHORIZE _____ TO
PRINT- PROPERTY OWNER/ HOA REP PERSON OBTAINING PERMIT

OBTAIN A BUILDING PERMIT FROM HORRY COUNTY CODE ENFORCEMENT FOR

_____ ON BEHALF OF MYSELF OR AGENCY FOR PROPERTY LOCATED AT:
TYPE OF WORK

_____ WILL BE RESPONSIBLE FOR THE WORK LISTED.
PRINT- PROPERTY OWNER / HOA REP

SIGNATURE- PROPERTY OWNER / HOA REP

DATE

TELEPHONE NUMBER

SWORN BEFORE ME THIS _____ DAY OF _____

OR 3RD PARTY WITNESSED BY:

NOTARY OF SOUTH CAROLINA

MY COMMISSION EXPIRES

WITNESS SIGNATURE