

PERMITTING PROCESS FOR SINGLE FAMILY RESIDENCE & RESIDENTIAL MODULAR:

Single Family Residence/ Detached Structure/Addition (Plan Requirement):

- A. Any single-family residence or addition, regardless of size, as well as any associated structures exceeding 200 square feet will require engineering design in accordance with the 2021 International Residential Code with original seal(s). To verify this, we require **one** set of paper plans to be submitted in office, along with a digital copy to be emailed. (please see digital submittal instructions below)
- B. Truss or stick built roofs will require details to be submitted with load and uplift location indicated on the plans for all types of foundations.
 - a. Any plans showing a fixed staircase must include a floor plan showing square footage of the upper level.
 - b. Copies of plans are not acceptable.
 - c. All 2nd story and open decks 6' above adjacent grade must be engineered.
 - d. Pool house or accessory structures over 200 sq. ft.

Digital Submittal for Residential Plan Review

- A. A PDF file will need to be submitted via email to rplans@horrycountysc.gov. The body of the email should include the land PIN number, lot number, and subdivision. The email including the pdf files should be submitted before the paper copy is brought into the office. The pdf file should contain the following:
 - a) One set of engineering, floor plan, elevations, and wind design summary sheet.
- B. A paper copy should be submitted in office and include the following:
 - a) Completed application, one set of engineering, floor plans, and elevations.
 - b) One wind design summary sheet, two site plans, and a proposed energy sheet.

200 sq. ft. or Less Buildings

- Construction drawings are not required to be engineered if your structure is 200 sq ft or less **unless it is a single-family residence or in a VE Flood Zone**. However, you will need to follow general requirements. The specifications are available for your information in the Code Enforcement Dept. **If structure is in a VE Zone, contact Flood Plain Manager for specific requirements or limitations.**

Residential Modular (Plan Requirement):

- A. All modular building drawings must have foundation details and statement of code compliance, including minimum wind loads, seismic designation. Modular Unit must have South Carolina Building Codes Council seal and specifications along with a South Carolina registered engineer or architect seals. All seals must be legible.

After Plans are prepared:

- A. The customer submits the building permit application, along with any other documentation and/or a drawing required for permitting and pays the plan review and zoning fees to Code Enforcement. A building permit application may be obtained at 1301 2nd Ave. Conway, call (843) 915-5090.

- B. Required plans must be submitted to Code Enforcement for review. We ask for 7 to 10 working days for this review process. If the structure is located in a flood plain, the review process may take longer. The building plan review fee is \$.15 cents per square foot plus \$25 for zoning compliance. These fees are due when plans are submitted for review.
- C. If your structure will be located in a flood plain, a pre-construction elevation certificate will be required. Contact the Flood Plain Manager by calling (843) 915-5090 with any questions.
- D. When the plans are approved for permitting, we will need a sewer receipt from the sewer company, a final septic approval from DHEC or a completed existing septic form, which can be obtained from Code Enforcement Dept.
- E. The building permit fee is \$.35 cents per square foot, heated and unheated, and is due at time of permitting.
- F. If someone other than the homeowner is constructing a home, a SC residential contractor's license is required.
- G. If the homeowner is listed as the contractor for construction of the home or addition, a Disclosure Form (recording documentation that the home was built by someone other than a licensed builder) must be completed and recorded with the Register of Deeds Office prior to issuance of the building permit. A Disclosure Form may be picked up at the Code Enforcement Department.
- H. If anyone other than the homeowner or contractor is picking up the permit, a notarized or witnessed letter from the homeowner or contractor allowing you to obtain the permit is required.

Permitting Process for Mobile Homes:

- A. The customer must first go to Planning and Zoning to be obtain there 911 address.
- B. The customer then goes to the Accessor's Office to register their mobile home to obtain their tax sticker.
- C. The customer then goes to the Code Enforcement counter to submit: the mobile home permit application, site plan drawn to an engineered or architect scale, letter of authorization witnessed or notarized if you don't own the property, tax sticker, address verification letter, sewer receipt from the sewer company if the mobile home is to be hooked up to the sewer, final septic approval from the health dept. if it's a new septic tank or complete an existing septic form which can be obtained in the Code Enforcement Dept. Contact the Flood Plain Manager at (843) 915-5090, if you are in a flood zone for requirements.
- D. The mobile home permit fee is \$150.00, zoning fees \$25 and additional fees for any additions, repairs, decks and/or alterations are paid to Code Enforcement at time of permitting.

Please note: Mobile homes manufactured after July 13, 1994 shall be constructed as a Wind Zone II. Mobile homes constructed prior to July 13, 1994 may require Building Official approval before moving into Horry County or obtaining a building permit.

An application for a building 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 building 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.

A site plan is not required to obtain zoning compliance for repairs and interior remodeling.

A building permit is **not** required for:

Alterations & repairs of less than \$500 value including labor

*Fences not over 7 ft high

*One story freestanding structure 200 sq ft or less unless in a flood zone (**Zoning Compliance Required**)

Patio, sidewalks or driveways not more than 12 inches above adjacent grade and not over any basement or story below.

Painting

Wallpaper

Tile

Carpeting

Cabinets

Counter Tops

*Swimming pools less than 24" deep and portable swimming pools.

Retaining walls less than 4' in height from bottom of footing to top of the wall, unless supporting a surcharge.

*Privacy Fence in front yard. Fence minimum 10' from front property line.

Residential swings & playground equipment accessory to 1&2 family dwellings

Shingles only (no wood replacement)

*Window Awnings supported by exterior wall which do not project more than 54" from exterior wall.

Open Decks that are 100 sq ft or less 1 story (**Zoning Compliance required with site plan**) that are 6' or less from finish grade or decks not exceeding 200 sq ft in are, not more than 30" above grade at any point. Are not attached to a dwelling & do not serve the exit door required by section 311.4

***Need zoning approval:**

If you have questions regarding if a zoning permit is required, please call:
(843) 915-5340

If you have a question whether or not a building permit is required please call:
(843) 915-5090

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

NEW RESIDENTIAL STRUCTURES, NEW RESIDENTIAL MODULARS & NEW MOBILE HOMES PERMITTING PROCESS

FOR

HORRY COUNTY

(Unincorporated areas of Horry County)



**Horry County Government & Justice Center
1301 2nd Ave. Suite 1D09
Conway, S. C. 29526**

Code Enforcement: (843) 915-5090

Planning and Zoning

843- 915-5340

Fax: 915-6090

Fax: 915-6340

Addressing: (843) 915-5345

Stormwater: (843) 915-5160

Fax: (843) 365-2208

4401 Privetts Rd Conway SC 29526