

# 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)

FLOOD ZONE \_\_\_\_\_  
BFE \_\_\_\_\_  
PANEL# \_\_\_\_\_  
ECERT REQ \_\_\_\_\_  
APPROVED \_\_\_\_\_

DATE IN \_\_\_\_\_  
FEES PD \$ \_\_\_\_\_ P/R \_\_\_\_\_ Z  
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

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 of Work \_\_\_\_\_

Value of Construction \$ \_\_\_\_\_ Permit # \_\_\_\_\_

Building Permit Fees \$ \_\_\_\_\_ Mobile Home Sticker # \_\_\_\_\_

Zoning Fees \$ \_\_\_\_\_ Farm # \_\_\_\_\_

M I G C Fire Fee \$ \_\_\_\_\_ MIGC Fire Receipt # \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_ Plan / Bin # \_\_\_\_\_

TOTAL FEES \$ \_\_\_\_\_ App Code \_\_\_\_\_

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:

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\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
DATE

REVIEWER COMMENTS:

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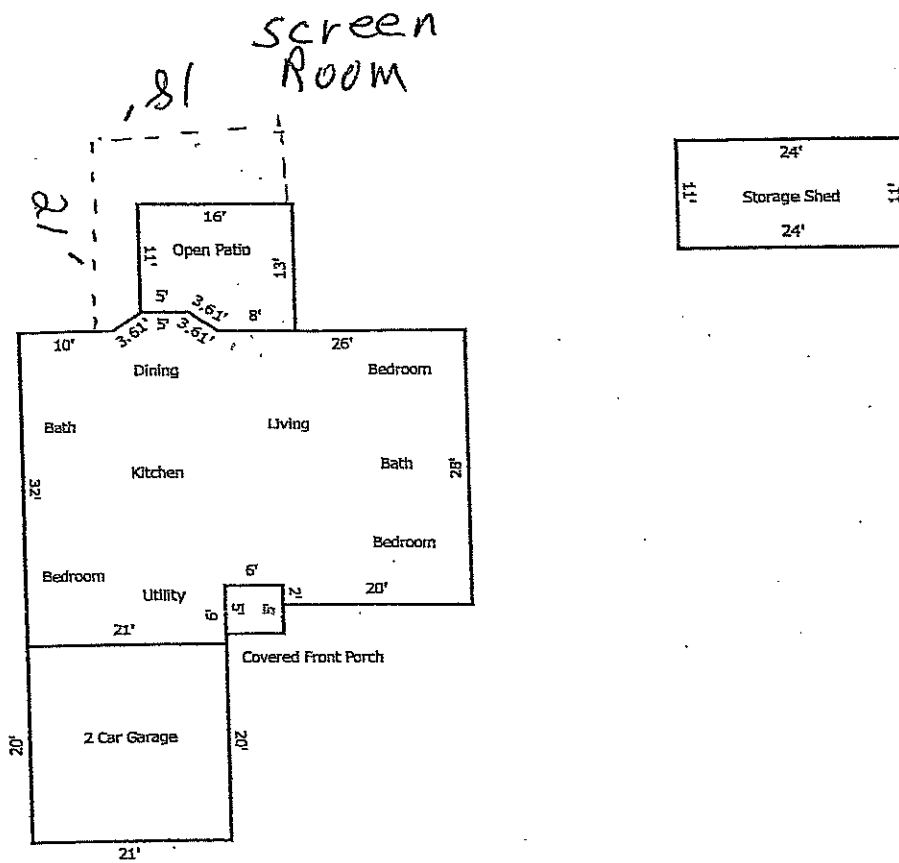
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\_\_\_\_\_  
REVIEWER

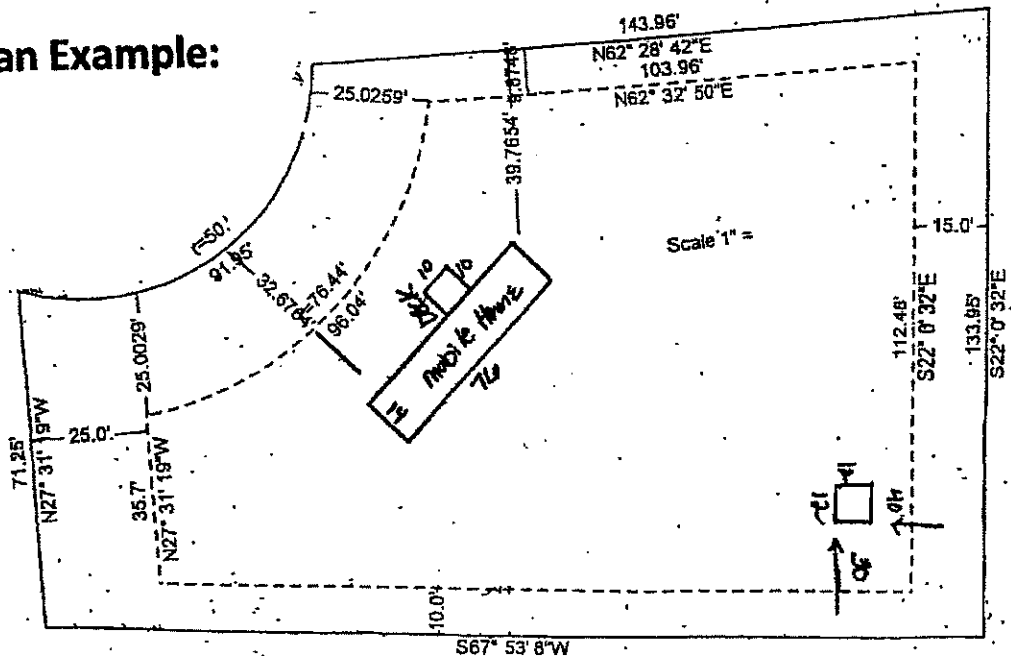
\_\_\_\_\_  
DATE

\_\_\_\_\_  
PERMIT#

# Example



## 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