

PLANNING & ZONING DEPARTMENT
CODE ENFORCEMENT DEPARTMENT
1301 2nd Avenue Room 1 D 09
Conway, SC 29526



Phone: (843) 915-5090

Fax: (843) 915-6090

Procedures for Temporary Vendor Permits

Step 1 - Code Enforcement/Zoning Department – 1301 2nd Avenue, Room 1D09, Conway

1. An Event Coordinator will be required for each property location. The Coordinator will be the designated person to obtain vendor permits and provide all documentation required of Section 1304 as listed below for approval.
2. Each vendor will be required to fill out a Temporary Vendor Information Sheet and return it to the Event Coordinator, to be submitted with the additional required documents listed below.
3. Each vendor will require a temporary vendor permit along with fees in order to reserve locations. Fees are based on the event and overlay zones listed below.
4. Submit a completed application, vendor list and non-profit waiver (if applicable) per parcel listing each vendor that is to be issued a permit.
5. Permits are limited in number during the Bike Rallies (see attached temporary vendor overlays) and will be issued on a first come first serve basis.

Step 2 – Business License/Hospitality Office – 211 Beatty St., Conway

Hospitality fee is based on 2.5% of sales with a \$125 minimum. A hospitality fee is applicable if prepared or modified food or beverage including alcoholic beverage is sold. If the hospitality fee is not applicable they will note that on the permit with their signature of approval. SC Department of Health & Environments Control (DHEC) regulates the serving or handling of food or drink. Please contact them at 843-828-1151 for any regulations that may apply.

Step 3 - Clerk of Court – 1301 2nd Avenue, Conway

Hawkers and Peddlers fee is \$100. The Clerk of Court will sign the permit in issuance of a Hawkens and Peddlers license.

***Placard must be signed by all three (3) departments and displayed in a visible location in each vendor booth.**

Zoning Requirements per Art. VIII, Section 831

1. A site plan drawn to scale shall be required showing vendor location, setbacks, existing parking, and designated reserved parking area for vendors and signage location.
2. A letter and/or copy of an official lease agreement from the property owner and a copy of the property owner's business license must be provided where vending permits are requested.
3. Temporary vending booths selling alcoholic beverages shall be separated one hundred (100) feet from other temporary vending booths selling alcohol beverages.
4. All vending locations shall provide proof (receipts for services) of bathroom facilities and litter containment and removal during the permitting process.
5. Any vending location that occupies houses or stores a recreation vehicle for vending or overnight purposes shall be limited to the lot on which they are permitted otherwise; RV's shall not be used or stored on any other location other than in the zoning district that they are allowed (Destination Park Zoning District).
6. The property owner/lessee or assigns shall be responsible for any violation of this section or any other sections of the Horry County Code of Ordinances. Such violations may result in the revocation or denial of a Certificate of Zoning Compliance for this or any future use as a festival, fair or special event.
7. Non-profit organizations, exempt from obtaining a Horry County Business License that sponsor events at which temporary vending occurs shall be required to obtain one Zoning Compliance for such vending locations. A site plan shall be submitted showing the designated area (i.e. blocks, streets, or group of parcels) of such vending locations. Provide proof (receipts for services) of bathroom facilities. If parking is not being provided within the designated area, the non-profit organization shall provide proof that off-street parking has been reserved and designated to accommodate event patrons. Non-profit organizations shall be exempt from vendor permit/certificate of zoning compliance fees.
8. Permits will be valid for the approved dates of such event. No permits will be issued earlier than 90 days prior to the scheduled event and vendors may setup booths no earlier than two (2) days prior to the scheduled event provided all applicable permits have been obtained.
9. Temporary signage (No fee):
 1. Temporary signage for such locations that allow vending shall be restricted to locating all signage to the vending booth.
 2. No signage other than 1 temporary road frontage sign, 32 sq. ft. in area, advertising the location/name of the vending area shall be permitted.

Code Enforcement Requirements

1. All tents, canopies, drops & tarpaulins shall be composed of flame resistant material or shall be treated with flame retardant to meet the requirements of NFPA 701.
2. Portable fire extinguishers type (ABC) shall be provided by the vendor.
3. Extension cords shall not be frayed, spliced or have missing ground plugs, no missing receptacle covers.
4. All vending locations shall provide proof of bathroom facilities (letter of authorization from the property owner or business). If there are no on-site bathrooms one (1) Port-A-John per every eight (8) vendors shall be required on site. A copy of the signed receipt from Provider shall be required.
5. A minimum of two (2) parking spaces shall be provided for the parking of county vehicles.
6. Replacement placard (lost or misplaced) will require a \$25 charge.
7. If a vendor is relocating within the same overlay they will be charged \$100.

Temporary Vending Overlay Zones

The Temporary Vending Overlay Zones (TVOZ) are shown on attached map.

No more than 75 permits shall be issued in the following overlay zones; no more than 25 of the allotted 75 permits can be issued for locations South of Hwy. 544 in the SSTVO

- Southern Strand Temporary Vending Overlay (SSTVO)
- Northern Strand Temporary Vending Overlay (NSTVO)
- Southern Waccamaw Temporary Vending Overlay (SWTVO)
- Northern Waccamaw Temporary Vending Overlay (NWTVO)

100 Permit limit

- Western Strand Temporary Vending Overlay (WSTVO)

- * No temporary vending permits shall be issued for areas located within the Hwy. 501 Overlay as defined by Section 723.3.
- * Permits are limited in each zone and will be issued on a first come first serve basis.

Fees by Event and Overlay Zones			
<i>Event</i>	<i>Event Length</i>	<i>Overlay Zones</i>	<i>Permit Amount</i>
Spring & Fall Bike Rallies	7 consecutive days	SSTVO & NSTVO	\$800
		SWTVO, NWTVO & WTVO	\$500
Memorial Weekend Rally	4 consecutive days	SSTVO & NSTVO	\$800
		SWTVO, NWTVO & WTVO	\$500
All Other County Approved Special Events	Per Day		\$100

Other Vendor Types:

ATM Vendor

This is a vendor and is required to pay fees and receive a permit.

Beer tubs

Beer tubs placed on the outside of an existing bar that has a valid SC Liquor License and Horry County Business License are not required to have a vendor permit. Any business that does not have an existing on-site bar will require a vendor permit and must have a SC Liquor License. Beer sales should also contact the Horry County Sheriff's Department at 843-915-5450 for further information.

Information Booth

Only two (2) are allowed per parcel. No fee required but does count as a vendor for the site and will be issued a placard. No sales, register or cash boxes are allowed at these locations.

Merchant Vendor

Existing on-site businesses may receive one (1) free placard to sell what is normally sold within their business at a vendor booth.

Non-Profit Organizations

Religious, fraternal, government related agencies that are non-profits will need to complete the exemption waiver form , a copy of Internal Revenue Service 501 (c) (3) tax exemption form, site plan and provide proof (receipts for services) of bathroom facilities from provider.

Parking

Any parcel/site charging for parking on a vacant lot where Zoning allows is considered a vendor and will require a permit.

RV Permits

Anything with sleeping quarters shall be required to have an RV Permit that is displayed in the entrance door. There is a \$50 Code Enforcement fee (This includes campers, trailers, RV's, 5th Wheels, etc.).

Uses that are not Vendors:**Bike Wash**

This is not a vendor and will require a Special Event Permit from Horry County Emergency Management.

Website link: <https://www.horrycountysc.gov/special-events/>

Dyno Machine Burn-Out Pit

Zoning may not allow this use on some parcels, please contact our office to confirm.

This is not a vendor and will require a Special Event Permit from Horry County Emergency Management.

Website link: <https://www.horrycountysc.gov/special-events/>

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Temporary Vending Permit Application

PERMIT # _____

Parcel ID# (PIN) _____

Coordinator(s) Name: _____

Email: _____ Phone: _____

Property Owner: _____

Event: _____

Event Dates: _____ to _____

Business Name/Address: _____

Coordinator Signature

Date

Office Use:

Temporary Vending Overlay zone: _____

Vendor permits issued for site:

Non-Profits	_____	No fee
Merchants	_____	No fee
Info Booth	_____	No fee
RV's	_____	x \$50 = _____
Bike Rally-North Strand and South Strand Overlays	_____	x \$800 = _____
Bike Rally-Southern/ Northern Waccamaw And Western Overlays	_____	x \$500 = _____
Other Special Events	_____	x \$100 = _____
TOTAL DUE		\$ _____

Permits issued by: _____

Date: _____



Temporary Vendor Information Sheet

**Each vendor is required to fill out this form and return to the Event Coordinator.
Failure to completely fill out may result in delay or denial of your Temporary Vendor Permit.**

Vendor Business Name / DBA: _____

Vendor Owner Name: _____ Phone #: _____

Vendor Email Address: _____

Name & Address of Setup Location: _____

DESCRIBE IN DETAIL (Define what goods, wares, merchandise and/or services you intend to vend/provide):

This temporary vendor permit is subject to cancellation if any misrepresentations have been made, as this approval is based on the information stated above. By signing this information sheet, I certify that all information given above is correct and acknowledge the disclaimer that I am to be compliant of all state and local laws.

Vendor Signature: _____ Date: _____

Coordinator Signature: _____ Date: _____

Vendors List

<i>Pin #</i>					
<i>Site Location</i>					
<u><i>Vendor/Business Name</i></u>	<u><i>Merchant Vendor</i></u>	<u><i>Information Vendor</i></u>	<u><i>RV Needed Yes/No</i></u>	<u><i>Food Vendor Yes/No</i></u>	<u><i>Non-Profit Yes/No</i></u>
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ATTACH IRS 501 (C)(3) TAX EXEMPTION FROM ALL NON-PROFIT VENDOR'S THAT YOU HAVE					
DO YOU WISH TO HAVE A MERCHANT PLACARD FOR YOUR BUSINESS				YES	NO

COORDINATOR SIGNATURE _____

PRINT NAME _____

DATE _____



Non-Profit Application for Temporary Vending Fee Waiver

Fee waivers may be approved for events sponsored by non-profit organizations that submit proof of their non-profit status. In order to assist in the determination as to whether the event is sponsored by the non-profit organization, please provide proof of **non-profit status with a copy of the IRS 501 (c) (3) tax exemption form** and the following information.

Name of Event: _____

Name of Sponsoring Non-Profit Organization: _____

Dates of Event: _____

Location of Event: _____

Circle One

- | | | | |
|----|---|-----|----|
| 1. | Is the event planned and organized by the non-profit organization? | Yes | No |
| 2. | Is the non-profit organization responsible for all advertising for the event? | Yes | No |
| 3. | Will all vendors be located in one contiguous area? | Yes | No |
| 4. | Does the non-profit organization select and contract with all vendors operating under the non-profit organization's permit? | Yes | No |
| 5. | Does the non-profit organization have control over the date(s) that the event will be held? | Yes | No |

Affidavit of Corporate Officer

I, _____, _____ of _____ hereby
(*print name of corporate officer*) (title) (non-profit organization)
submit this application on behalf of the non-profit entity, attest to the truth of the answers to the above questions, and certify that all supporting documents are true and accurate.

Signature

Sworn to before me this _____
day of _____, 20____

Notary Public for South Carolina
My Commission Expires: _____

Office Use only: Date Received: _____

Zoning Approval signature

Date