

## Procedures for Temporary Vendor Permits

Please email all applications to: [codevendors@horrycountysc.gov](mailto:codevendors@horrycountysc.gov)

### Step 1 – Code Enforcement / Zoning Department – 1301 2<sup>nd</sup> Ave. Suite 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 831 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 and Hospitality Office – 1301 2<sup>nd</sup> Ave, Suite C109, 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 & Environmental 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 2<sup>nd</sup> Ave, Suite 1B10, Conway

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

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

**A Special Event Permit may also be required if your event is expected to have 500 or more people in attendance. Please visit <https://www.horrycountysc.gov/special-events/special-events-permit/> for more information.**

## Temporary Vending Overlay Zones

**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 802.**

**Permits are limited in each zone and will be issued on a first come first serve basis.**



<b>Fees by Event and Overlay Zones</b>			
<b>Event</b>		<b>Overlay Zones</b>	<b>Permit Amount</b>
<b>Spring and Fall Bike Rallies</b>	<b>7 Consecutive Days</b>	<b>SSTVO &amp; NSTVO</b>	<b>\$800.00</b>
		<b>SWTVO, NWTVO &amp; WTVO</b>	<b>\$500.00</b>
<b>Memorial Weekend Rally</b>	<b>4 Consecutive Days</b>	<b>SSTVO &amp; NSTVO</b>	<b>\$800.00</b>
		<b>SWTVO, NWTVO &amp; WTVO</b>	<b>\$500.00</b>
<b>All Other County Approved Special Events</b>	<b>Per Day</b>		<b>\$100.00</b>

### **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 \$100.00.
8. All property owners and their assigned vendors are required to adhere to the current adopted South Carolina Fire Code. Failure to comply with the applicable Fire Codes may result in the Horry County Fire Code Official enforcing sections 114.1.1 and 114.2 of the South Carolina Fire Code.

114.1.1 Unsafe Conditions – Structures or existing equipment that are or hereafter become unsafe, insanitary or deficient because of inadequate means of egress, inadequate light and ventilation, or that constitute a fire hazard, are otherwise dangerous to human life or the public welfare, or involve illegal or improper occupancy or inadequate maintenance, shall be deemed an unsafe condition. Unsafe structures shall be taken down and removed or made safe, as the fire code official deems necessary and as provided for in this section. A vacant structure that is not secured against unauthorized entry shall be deemed unsafe.

114.2 Evacuation – The fire code official or the fire department official in charge of an incident shall be authorized to order the immediate evacuation of any occupied structure deemed unsafe where such structure has hazardous conditions that pose an imminent danger to structure occupants. Persons so notified shall immediately leave the structure or premises and shall not enter or re-enter until authorized to do so by the fire code official or the fire department official in charge of the incident.

## 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 (per Section 831.D).
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. Vending booths as a conditional use or structure shall be setback twenty (20) feet from the right-of-way line of any public or private roadway. They shall have a minimum separation of six (6) feet from the principal structure or other uses upon the lot. No more than four (4) vending booths may be joined together without providing a minimum six-foot separation between them and adjacent vending booths.
4. No vending booth shall be closer than five (5) feet to any abutting side or rear property line. If the property is surrounded by a privacy fence, of at least six (6) feet in height, the side and rear setbacks shall not apply.
5. Temporary vending booths selling alcoholic beverages shall be separated one hundred (100) feet from other temporary vending booths selling alcohol beverages.
6. All vending locations shall provide proof (receipts for services) of bathroom facilities and litter containment and removal during the permitting process.
7. 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).
8. 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.
9. Temporary vending on vacant lots must meet requirements of Section 831.2.
10. 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.
11. 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. **No retail sales allowed prior to or after the dates listed on the temporary vendor placard.**
12. Temporary signage (No fee):
  - a. Temporary signage for such locations that allow vending shall be restricted to locating all signage to the vending booth.
  - b. 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.

### **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**

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. This will not count as a vendor.

#### **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.horrycounty.org/Departments/Emergency-Management/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.horrycounty.org/Departments/Emergency-Management/Special-Events>

Planning and Zoning Department  
Phone: (843) 915-5340  
1301 2<sup>nd</sup> Ave. Suite 1 D09  
Conway, SC 29526



Code Enforcement Department  
Phone: (843) 915-5090  
1301 2<sup>nd</sup> Ave. Suite 1 D09  
Conway, SC 29526

### Temporary Vending Permit Application

Parcel ID # (PIN): \_\_\_\_\_ Permit Number: \_\_\_\_\_

Coordinator Name(s): \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Event: \_\_\_\_\_

Event Start Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_

Business Name and Address: \_\_\_\_\_

DO YOU WISH TO HAVE A MERCHANT PLACARD FOR YOUR BUSINESS? YES NO

*By signing below the coordinator acknowledges and understands the requirements listed in pages 1 & 2 of the application.*

Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please email all applications to: [codevendors@horrycountysc.gov](mailto:codevendors@horrycountysc.gov)

Office Use Only:

Temporary Vending Overlay Zone: \_\_\_\_\_

Vendor Permits issued for Site:

Merchant Placard	_____	No Fee		
Non-Profits	_____	No Fee		
Information	_____	No Fee		
RV's	_____	x \$50	=	_____
Bike Rally Vendors;				
North Strand and South Strand Overlays	_____	x \$800	=	_____
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 Number: \_\_\_\_\_

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: \_\_\_\_\_

*No land or structure shall hereinafter be used or occupied unless it is specifically permitted as an allowable use within that zoning district. The zoning administrator shall determine whether or not an unlisted use is part of an existing category, or is substantially similar to an already defined use. Tattoo, piercing and scarification is not allowed as a temporary vendor.*



Vendors List							
Parcel Identification Number (PIN):							
Site Location/ Address:							
Vendor/ Business Name	Non-Profit (Select One)		Type of Vendor (Select One)			RV Needed (Select one)	
1.	YES	NO	Retail	Information	Food	YES	NO
2.	YES	NO	Retail	Information	Food	YES	NO
3.	YES	NO	Retail	Information	Food	YES	NO
4.	YES	NO	Retail	Information	Food	YES	NO
5.	YES	NO	Retail	Information	Food	YES	NO
6.	YES	NO	Retail	Information	Food	YES	NO
7.	YES	NO	Retail	Information	Food	YES	NO
8.	YES	NO	Retail	Information	Food	YES	NO
9.	YES	NO	Retail	Information	Food	YES	NO
10.	YES	NO	Retail	Information	Food	YES	NO
11.	YES	NO	Retail	Information	Food	YES	NO
12.	YES	NO	Retail	Information	Food	YES	NO
13.	YES	NO	Retail	Information	Food	YES	NO
14.	YES	NO	Retail	Information	Food	YES	NO
15.	YES	NO	Retail	Information	Food	YES	NO
16.	YES	NO	Retail	Information	Food	YES	NO
17.	YES	NO	Retail	Information	Food	YES	NO
18.	YES	NO	Retail	Information	Food	YES	NO
19.	YES	NO	Retail	Information	Food	YES	NO
20.	YES	NO	Retail	Information	Food	YES	NO
21.	YES	NO	Retail	Information	Food	YES	NO
22.	YES	NO	Retail	Information	Food	YES	NO
23.	YES	NO	Retail	Information	Food	YES	NO
24.	YES	NO	Retail	Information	Food	YES	NO
25.	YES	NO	Retail	Information	Food	YES	NO

ATTACH IRS 501 (C)(3) TAX EXEMPTION FOR ALL NON-PROFIT VENDORS LISTED ABOVE

\_\_\_\_\_  
 Coordinator Name (Print)

\_\_\_\_\_  
 Coordinator Signature

\_\_\_\_\_  
 Date



\*DO NOT ADD TO THIS LIST. IF YOU HAVE MORE THAN WHAT THIS PAGE ALLOWS, PLEASE USE A SEPARATE PAGE\*

### 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: \_\_\_\_\_

CHECK 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 permits? | YES | NO |
| 5. Does the non-profit organization have control over the date(s) the event will be held?                                       | YES | NO |

Affidavit of Corporate Officer

I, \_\_\_\_\_, \_\_\_\_\_ of \_\_\_\_\_  
(print name of corporate officer) (title) (non-profit organization)

herby submit this application on behalf of the non-profit entity, attest to the truth of the answer 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 Commissions Expires: \_\_\_\_\_

Office Use Only: Date Received: \_\_\_\_\_

\_\_\_\_\_  
Zoning Approval Signature Date

Planning and Zoning Department  
Phone: (843) 915-5340  
1301 2<sup>nd</sup> Ave. Suite 1 D09  
Conway, SC 29526



Code Enforcement Department  
Phone: (843) 915-5090  
1301 2<sup>nd</sup> Ave. Suite 1 D09  
Conway, SC 29526

January 17, 2025

Attention: Event Coordinator,

There will be new requirements for special events starting January 17, 2025. This applies to any special event including but not limited to rallies, festivals, car and RV shows, outdoor concerts, sporting events, fairs and carnivals held within Horry County.

In addition to this application, a site plan review will need to be completed by Planning and Zoning and Code Enforcement Departments before any approval will be given. All site plans must meet the requirements of Section 831. A copy of this section is attached for your review. The site plan is required to be to scale showing the following;

1. All property lines
2. Temp Vendor Setbacks:
  - 20 ft. from front property lines and any roadway
  - 5 ft. from sides and rear property lines (unless there is a 6 ft. privacy fence)
3. All buildings on parcel
4. Parking areas
5. Ingress and Egress Routes
6. All proposed vendor booth locations (labeled as Vendor #1, Vendor #2, etc.)

The site plan will need to be submitted via the electronic plan submittal portal. Please see instructions below. Please make sure to Title your site plan submittal as "Temp. Vending Site Plan"

#### Electronic Plan Submittal (EPS) Instructions

If you've never submitted plans on EPS you will need to create an account:

- Visit link: <https://www.horrycountysc.gov/departments/planning-and-zoning/plan-submittal/>
- Click Register and create your username and password
- Once logged in you will create your account
- Fill out the information under Company (for any fields that you don't have information for type in N/A)
- Fill out the information under Property & Development (for any fields that you don't need type in N/A)
- Create a project and upload all applications and plans. Type of Development = "OTHER" You can either upload all pages as a single file, or you can upload individual pages. Please note: you can upload multiple files/pages to a single project.
- When finished uploading click Submit If you do not complete this step, reviewers will not see your submittal.

No vendor booth shall impede the flow of traffic on the site. The booths must meet setback and separation requirements. Attached is an example site plan of what will be required for review. Please submit the site plan to the Planning and Zoning Department at least 90 days before your event is scheduled, we will forward to Code Enforcement for review as well. Locations that have events on a regular basis can use this approved temporary vendor site plan in the future as long as there are no changes.

If you have any questions please contact our department.

Sincerely,

Pam Thompkins  
Zoning Administrator

· TEMPORARY VENDING SITE PLAN ·

