



Change of Use Application Procedure

In order to commit this change of occupancy use to our official records, we'll need to verify the space for the life safety standards of the use intended. This process is how Horry County can establish a Certificate of Occupancy for the business in the applicable space so that a Zoning Compliance may be approved. Please complete a [Permit Application](#) and email it to cplans@horrycountysc.gov, keeping in mind the following things:

First, we need to determine if any work is being done to alter the space for your business

- Painting, flooring, and finishes that do not affect paths of egress do not qualify as an alteration
- If no work other than the above is taking place, please write *"Change of Use – No Work"* in the description of the permit application.
- For any other type of alteration to the space, please write *"Change of Use with Alterations."* See below for further required information.

For Change of Use – No Work permits:

- Value of Construction and Contractor information can be left blank.
- Please complete the floorplan form, including neighboring business and placement of exits, except:

If the intended use is considered an Assembly, Educational, Hazardous, or Institutional; or the space to be occupied is greater than 5,000 square feet in size, state law requires a design professional (architect or engineer) to verify the floorplan

For Change of Use with Alterations:

- The value of construction for labor and materials is required to be noted on the permit application.
- Projects valued at **over \$10,000 will require a General Contractor's license.**
- If significant changes to the layout of any walls or paths of egress are to be made, a full-sized floorplan drawn to scale will be required. Otherwise, please complete the floorplan form.
- If the intended use is considered an Assembly, Educational, Hazardous, or Institutional; or the space to be occupied is greater than 5,000 square feet in size, state law requires a design professional (architect or engineer) to verify the floorplan

Once all documents have been reviewed and approved, a building permit will be issued. **Please keep the original physical Permit Card posted on site**, and call our office at 843-915-5090 to schedule a Final Inspection. Once this final life safety inspection has passed, a Certificate of Occupancy will be granted. This will qualify you for the requirements of our other departments as far as establishing your business in this space.