



## **Commercial and/or Residential Permit Forms**

- **Building Permit Application**
- **Trade Permit Applications (Plumbing, Electrical, Gas, Mechanical)**
- **Fence Permit Application**
- **Building Fire Permit Application**
- **Utilities & Sitework Application (Driveway)**
  - **Residential Driveway Requirements**
  - **Hold Harmless for Residential Driveways**
  - **Hold Harmless for Emmens Preserve Residential Driveways**
- **Residential Tree Statement**
- **Sewer Elevation Certificate**
- **Special Inspections Statement of Responsibility. Required for projects drawn in accordance with the International Building Code (IBC).**

**City of Myrtle Beach  
Construction Services  
921 N Oak St  
Myrtle Beach, SC 29577**

**Ph 843-918-1111 • Fax 843-918-1158**



# CITY OF MYRTLE BEACH BUILDING PERMIT APPLICATION

Job Site/ Physical Address				Building Use <input type="checkbox"/> Commercial <input type="checkbox"/> Residential		Zoning District	Flood Zone		
Lot#	Block	Section/ Subdivision			TMS/ PIN				
Owner of Property		Mailing Address				Phone			
Lessee/Business Name		Mailing Address				Phone			
Contractor		Mailing Address				Phone			
						City License #		State License #	
						Phone		City License #	
Architect/Engineer		Mailing Address				Phone			
						City License #		State License #	
						Phone		City License #	
Work Classification <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Remove/Demo <input type="checkbox"/> Int Repair <input type="checkbox"/> Ext Repair <input type="checkbox"/> Int Alteration <input type="checkbox"/> Ext Alteration				Stop Work Order <input type="checkbox"/> Yes <input type="checkbox"/> No		Property Maintenance Violation <input type="checkbox"/> Yes <input type="checkbox"/> No			
Description of Work									
CODE YEAR _____		<input type="checkbox"/> IBC <input type="checkbox"/> IRC	Tap Ticket #	Sprinkled <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Sprinkler Revisions Required <input type="checkbox"/> Fire Alarm Revisions Required	Type Construction	Occupancy Group	
Total Valuation			Plan Review Fee			Permit Fee			
Date Received		CAB Approval Date		BZA Approval Date		Date Issued	Permit #		
# Baths	# Bedrooms	# Dwellings	# Blgs	Total Sq Ft	Heated Sq Ft	Garage/ Storage Sq Ft	Covered Porch/ Patio Sq Ft		
<p>Pursuant to SC Code 15-3-460, you have the right to contract for a guarantee of the structures being free from defective and unsafe conditions beyond thirteen years after substantial completion of the improvement for which this permit is issued. Separate permits are required for electrical, plumbing, gas, heating, ventilation or air conditioning work. This permit becomes null and void if work or construction which it authorized is not commenced within 6 months of its issuance, or if work or construction is suspended or abandoned for a period of 6 consecutive months at any time after it is commenced.</p> <p>901.24 <i>Minimum finished floor elevation.</i> All structures, not located in a special flood hazard area, shall have the lowest floor and all mechanical or electrical equipment, such as compressors, air conditioning units, etc., elevated no less than 18 inches above the highest crown of any abutting street or, at the owners' option, twenty-four inches above the average grade of the lot. Final site grading shall insure that ponding of storm water will not occur beneath the building not nearer than three feet from the building's perimeter or any mechanical or electrical equipment. All existing structures, not in a special flood hazard area, will be permitted to expand at the existing finished floor elevation.</p> <p>If finished floor elevation not known, please initial the preceding statement: _____</p> <p><b><i>I hereby certify that I have read and examined, or have had read to me, this application and understand this application to be true and correct. Compliance with all provisions of laws and ordinances governing this type of work shall be assured whether specified herein or not. The granting of this permit does not presume to give authority to violate or cancel the provision of any federal, state or local laws regulating construction, or the performance of construction.</i></b></p>									
Signature of Owner or Authorized Agent				Printed Name		Phone	Fax		
Company				Email Address					

### Project Approvals

### Required Permits and Final Status

Department	Required	Approval Signature
Zoning	<input type="checkbox"/>	
Flood	<input type="checkbox"/>	
Building	<input type="checkbox"/>	
Electrical	<input type="checkbox"/>	
Plumbing	<input type="checkbox"/>	
Landscaping	<input type="checkbox"/>	
Engineering	<input type="checkbox"/>	
Planning	<input type="checkbox"/>	
Fire	<input type="checkbox"/>	
Addressing	<input type="checkbox"/>	
Business License	<input type="checkbox"/>	

Required Permits	Permit Number	Final Inspection Date
<input type="checkbox"/> Building		
<input type="checkbox"/> Electrical		
<input type="checkbox"/> Mechanical		
<input type="checkbox"/> Plumbing		
<input type="checkbox"/> Gas		
<input type="checkbox"/> Fire Alarm		
<input type="checkbox"/> Sprinkler		
<input type="checkbox"/> Suppression System <input type="checkbox"/> Hood		
<input type="checkbox"/> NFUS <input type="checkbox"/> US <input type="checkbox"/> DW		
<input type="checkbox"/> Pool		
<input type="checkbox"/> Fence		

*This permit becomes null and void if work or construction which is authorized is not commenced within six months of its issuance, or if work or construction is suspended or abandoned for a period of 6 consecutive months at any time after it is commenced. This permit does not grant any right or privilege to erect any structure or to use any premises herein described for any purpose or in any manner prohibited by the Zoning Ordinance of the City of Myrtle Beach.*



# CITY OF MYRTLE BEACH TRADE PERMIT APPLICATIONS

PLUMBING PERMIT APPLICATION		
NO	TYPE OF FIXTURE OR ITEM	FEE
	WATER CLOSETS (TOILETS)	
	BATHTUB	
	LAVATORY (WASH BASIN)	
	SHOWER	
	KITCHEN SINK AND DISPOSAL	
	DISHWASHER	
	LAUNDRY TRAY	
	CLOTHES WASHER	
	WATER HEATER	
	URINAL	
	DRINKING FOUNTAIN	
	FLOOR DRAIN	
	UTILITY SINKS	
	ICE MACHINES	
	GREASE INTERCEPTORS/OR TRAPS	
	VACUUM BREAKERS/HOSE BIBS	
	SEWER	
	PERMIT FEE	
	TOTAL FEE	

CONTRACTOR: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CONTACT AND PHONE: \_\_\_\_\_  
 TOTAL JOB VALUE: \_\_\_\_\_  
 CITY LIC. NO. \_\_\_\_\_ STATE LIC. NO. \_\_\_\_\_  
 PERMIT NO.: P \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Applicant (Please Print Name)*

GAS PERMIT APPLICATION		
NO	TYPE OF FIXTURE OR ITEM	FEE
	GAS HOOKUPS PER APPLIANCE	
	PERMIT FEE	
	TOTAL FEE	

CONTRACTOR: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CONTACT AND PHONE: \_\_\_\_\_  
 TOTAL JOB VALUE: \_\_\_\_\_  
 CITY LIC. NO. \_\_\_\_\_ STATE LIC. NO. \_\_\_\_\_  
 PERMIT NO.: G \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Applicant (Please Print Name)*

ELECTRICAL PERMIT APPLICATION		
NO	TYPE OF FIXTURE OR ITEM	FEE
	RECEPTACLES	
	SWITCHES	
	LIGHTS	
	RANGES AND OVENS	
	DRYER (CLOTHES)	
	WATER HEATER	
	AIR CONDITIONER(S)	
	HEAT	
	SUB PANEL	
	TEMPORARY SERVICE	
	COMMERCIAL OR RESIDENTIAL METER(S)	
	PERMIT FEE	
	TOTAL FEE	

CONTRACTOR: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CONTACT AND PHONE: \_\_\_\_\_  
 TOTAL JOB VALUE: \_\_\_\_\_  
 CITY LIC. NO. \_\_\_\_\_ STATE LIC. NO. \_\_\_\_\_  
 PERMIT NO.: E \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Applicant (Please Print Name)*

MECHANICAL PERMIT APPLICATION		
NO	TYPE OF ITEM	FEE
	CENTRAL AC UNIT/HEAT PUMP	
	DUCTWORK	
	HOOD INSTALL (BF PERMIT FOR SUPPRESSION SYSTEM)	
	TOTAL FEE	

CONTRACTOR: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CONTACT AND PHONE: \_\_\_\_\_  
 TOTAL JOB VALUE: \_\_\_\_\_  
 CITY LIC. NO. \_\_\_\_\_ STATE LIC. NO. \_\_\_\_\_  
 PERMIT NO.: M \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Applicant (Please Print Name)*

JOB SITE: \_\_\_\_\_  
 JOB SITE ADDRESS: \_\_\_\_\_  
 TMS/PIN: \_\_\_\_\_  
 MASTER PERMIT #: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Please check one:**     No Subs     Subs (attach list)     May Use Subs (attach list)



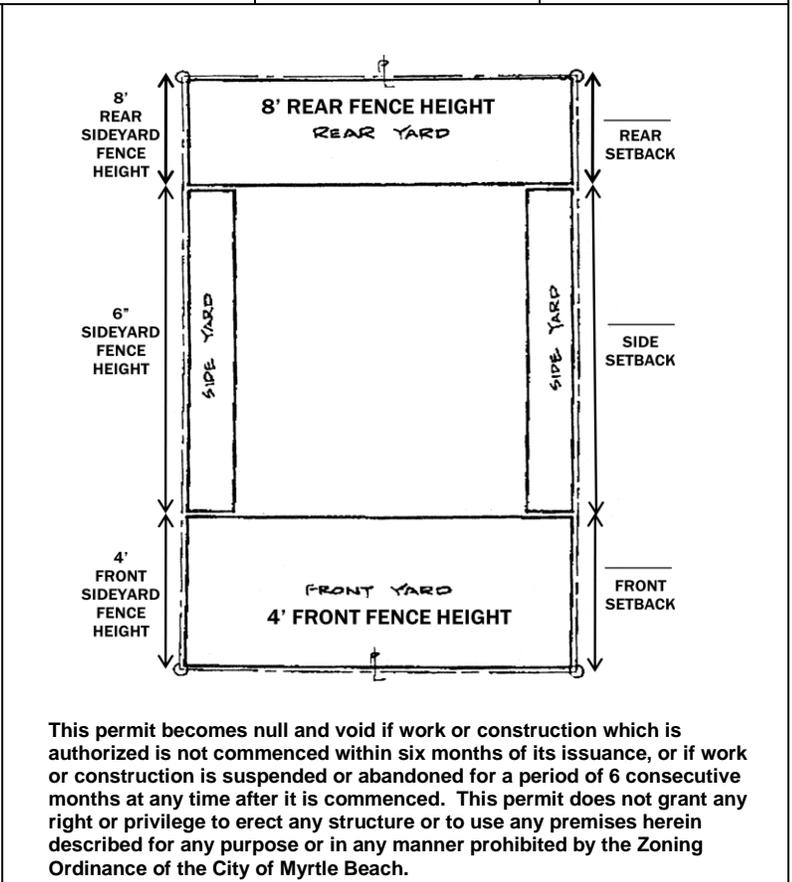
## CITY OF MYRTLE BEACH CONSTRUCTION SERVICES DEPARTMENT FENCE PERMIT APPLICATION

Job Site/ Physical Address				Building <input type="checkbox"/> Commercial Use <input type="checkbox"/> Residential		Zoning District	Flood Zone
Legal Description	Lot #	Block	Section		TMS/ PIN		
Owner of Property		Mailing Address				Phone	
Lessee (if applicable)		Mailing Address				Phone	
Contractor		Mailing Address				Phone	
						City License #	
						State License #	
Work Classification <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Remove						Occupancy Group	
Description of Work							
Total Valuation			Plan Review Fee			Permit Fee	
Date Received		CAB Approval Date		BZA Approval Date		Date Issued	Permit #

Myrtle Beach Code 1702.A.2.f. Fences, walls or hedges. A solid fence, wall or hedge may project into or enclose required yards in all zones provided that maximum height, excluding posts and other structural components and excluding hedges in single family districts, as measured from grade at the fence, wall or hedge averaged across the length of the fence, wall or hedge does not exceed the following:

- i. Required front yards--4 feet;  
fences may exceed 4 feet provided that of any such excess height of the fence, the visibility through it shall not be less than 50 percent and shall be equally apportioned in the entire length of any such fence. The maximum height of any such fence shall not exceed 5 ft.
- ii. Required side yards--6 feet
- iii. Required rear yards--8 feet
- iv. All yards for oceanfront lots -- 4 feet, fences on oceanfront lots may exceed 4 feet on the sides and rear, provided that of any such excess height of the fence, the visibility through it shall not be less than 50 percent and shall be equally apportioned in the entire length of any such fence. The maximum height of any such fence shall not exceed 5 feet.
- v. Posts and other structural components may extend an additional 12" above the height limits of i-iv above. All fences are to be of similar appearance on both sides of the fence. All structural support features of a fence or wall which make a side dissimilar from the other side must be placed on the interior side of such wall or fence.

Organization	Required	Approval Signature
Zoning	<input type="checkbox"/>	
Flood	<input type="checkbox"/>	
Building	<input type="checkbox"/>	
Landscaping	<input type="checkbox"/>	
Engineering	<input type="checkbox"/>	
Business Licensing	<input type="checkbox"/>	



*I hereby certify that I have read and examined, or have had read to me, this application and understand this application to be true and correct. Compliance with all provisions of laws and ordinances governing this type of work shall be assured whether specified herein or not. The granting of this permit does not presume to give authority to violate or cancel the provision of any federal, state or local laws regulating construction, or the performance of construction.*

Signature of Owner or Authorized Agent	Printed Name	Phone
	Email	Fax



## CITY OF MYRTLE BEACH CONSTRUCTION SERVICES BUILDING FIRE PERMIT APPLICATION

Job Site/ Physical Address		Building Use	<input type="checkbox"/> Commercial <input type="checkbox"/> Res	Zoning District	Flood Zone
Lot #	Block	Section/ Subdivision		TMS/PIN	
Owner of Property		Mailing Address			Phone
Lessee/Business Name		Mailing Address			Phone
Contractor		Mailing Address			Phone
					City License #
					State License #
Architect/Engineer		Mailing Address			Phone
					City License #
					State License #
Work Classification <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Remove/Demo					Property Maintenance <input type="checkbox"/> Yes <input type="checkbox"/> No
Nature of Work: <input type="checkbox"/> Sprinkler System <input type="checkbox"/> Fire Alarm System <input type="checkbox"/> Fire Alarm Panel <input type="checkbox"/> Standpipe System <input type="checkbox"/> Kitchen Hood w/Suppression <input type="checkbox"/> Automatic Extinguishing System (Requires mechanical permit) <input type="checkbox"/> Underground Fireline					
Description of Work					
IBC/IRC CODE YEAR _____	Tap Ticket #	Sprinkled <input type="checkbox"/> Yes <input type="checkbox"/> No	Type Construction	Occupancy Group	Sq Ft
Total Valuation		Plan Review Fee		Permit Fee	
Date Received		Date Issued		Permit #	
<i>I hereby certify that I have read and examined, or have had read to me, this application and understand this application to be true and correct. Compliance with all provisions of laws and ordinances governing this type of work shall be assured whether specified herein or not. The granting of this permit does not presume to give authority to violate or cancel the provision of any federal, state or local laws regulating construction, or the performance of construction.</i>					
Signature of Owner or Authorized Agent		Printed Name		Phone	Fax
Company			Email Address		

### Project Coordination

Department	Required	Permit Approval Signatures
Zoning		
Building/Fire		
Engineering		
Business License		

*This permit becomes null and void if work or construction which is authorized is not commenced within six months of its issuance, or if work or construction is suspended or abandoned for a period of 6 consecutive months at any time after it is commenced. This permit does not grant any right or privilege to erect any structure or to use any premises herein described for any purpose or in any manner prohibited by the Zoning Ordinance of the City of Myrtle Beach.*



## CITY OF MYRTLE BEACH CONSTRUCTION SERVICES UTILITIES & SITEWORK PERMIT APPLICATION

Job Site/Physical Address				Building Use <input type="checkbox"/> Res <input type="checkbox"/> Comm		Zoning District		Flood Zone	
Legal Description		Lot #	Block	Section/Subdivision			TMS/PIN		
Owner of Property			Mailing Address				Phone		
Lessee/Business Name			Mailing Address				Phone		
Contractor			Mailing Address				Phone		
							City License #		
							State License #		
Architect/Engineer			Mailing Address				Phone		
							City License #		
							State License #		
Work Classification: <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Remove/Demo								Property Maintenance <input type="checkbox"/> Yes <input type="checkbox"/> No	
Nature of Work: <input type="checkbox"/> Clearing & Grubbing <input type="checkbox"/> Rough Grading, Cut & Fill <input type="checkbox"/> Water <input type="checkbox"/> Sewer <input type="checkbox"/> Storm water <input type="checkbox"/> Driveway <input type="checkbox"/> Parking Lot <input type="checkbox"/> Underground Fireline <input type="checkbox"/> Dumpster Enclosure									
Description of Work:									
Drainage Information: Pipe Required <input type="checkbox"/> Yes <input type="checkbox"/> No			Type of Surface:				Tap Ticket Number:		
# of Existing Drives:		# of Additional Drives:		Distance to Neighboring Drives:		Diameter:		Length:	
Total Valuation			Plan Review Fee			Permit Fee			
Date Received		CAB/BZA Approval Date		Date Issued		Permit #			
<b>UTILITIES &amp; SITE PERMITS DO NOT COVER THE REMOVAL OF PROTECTED TREES UNLESS APPROVED BY THE CONSTRUCTION SERVICES DEPARTMENT AND SPECIFIED ON THE PERMIT.</b> Please check all that apply: <input type="checkbox"/> No trees located on site; tree statement provided. <input type="checkbox"/> Protected tree survey required/submitted. <input type="checkbox"/> If protected trees will be impacted, mitigation or approved landscape plan submitted.									
<i>I hereby certify that I have read and examined, or have had read to me, this application and understand this application to be true and correct. Compliance with all provisions of laws and ordinances governing this type of work shall be assured whether specified herein or not. The granting of this permit does not presume to give authority to violate or cancel the provision of any federal, state or local laws regulating construction, or the performance of construction.</i>									
Signature of Owner or Authorized Agent				Printed Name			Phone		Fax
Company				Email Address					

### Project Coordination

Department	Required	Permit Approval	Department	Required	Permit Approval
Construction Services:			Fire		
Zoning			Engineering		
Flood			Planning		
Building			Business License		
Landscaping					

*This permit becomes null and void if work or construction which is authorized is not commenced within six months of its issuance, or if work or construction is suspended or abandoned for a period of 6 consecutive months at any time after it is commenced. This permit does not grant any right or privilege to erect any structure or to use any premises herein described for any purpose or in any manner prohibited by the Zoning Ordinance of the City of Myrtle Beach.*



**City of Myrtle Beach**  
**Department of Public Works – Engineering Division**  
**Residential Driveway Requirements**

- A Hold Harmless Agreement is required prior to the City permitting the construction, installation and/or modification of any driveway constructed of any material other than standard concrete or asphalt, such as concrete toppings, coatings, coloring, texturing, stamping, brick pavers, turf stone and/or other similar types of materials located within the public right-of-way (see attached Hold Harmless Agreement).
- All standard concrete driveways must be constructed of 6” minimum thick 3,000 psi concrete within the public right-of-way with optional fiber mesh reinforcement only and an expansion joint provided at the property line. A minimum five feet return radii shall be provided at the juncture with the roadway. Control joints shall be installed at the five feet-return radii. Pavers installed in the public right-of-way must be set on a 6” minimum non-reinforced concrete pad.
- Any person constructing, installing and/or modifying a driveway on a state owned right-of-way must obtain a SCDOT encroachment permit, as well as a City permit, prior to the construction of the driveway.
- Existing sidewalks and/or curbing in the public right-of-way located where a driveway is to be constructed, installed and/or modified must not be disturbed, removed and/or modified in any manner except for removing the section of sidewalk where the driveway is to be installed and replacing this portion of the sidewalk with 6” minimum thickness of 3000 PSI standard concrete (see attached sidewalk specifications).
- Sidewalks, handicap ramps, curbing etc shall comply with all current requirements of the Americans with Disabilities Act (ADA).
- The Owner/Contractor must call the City of Myrtle Beach Construction Services Department at 843-918-1111 for a driveway or sidewalk form inspection prior to installing the concrete. Any issues and/or concerns can be discussed at that time. A final inspection must be called in as well for the driveway or sidewalk at completion.

Jobsite Address & Lot # \_\_\_\_\_

TMS/PIN # \_\_\_\_\_

*I have read and understand all of the above requirements:*

\_\_\_\_\_  
*Property Owner/Authorized Representative (signature)*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*



**City of Myrtle Beach**  
*Department of Public Works - Engineering Division*  
P.O. Drawer 2468 • Myrtle Beach, SC 29578

**HOLD HARMLESS AGREEMENT FOR  
RESIDENTIAL DRIVEWAYS**

In consideration for the City of Myrtle Beach allowing the installation of a private driveway constructed of materials not standard to the City's Operation and Maintenance Personnel, specifically, concrete toppings, coatings, coloring, texturing, stamping, brick pavers, turf stone and/or other similar types of materials located within an existing public right-of-way at Property located at \_\_\_\_\_, being Horry County TMS/PIN# \_\_\_\_\_, I/We including successors and/or assigns, agree to hold the City of Myrtle Beach or its authorized agents harmless from any claims for damages of any kind to any real and/or personal property that is located with the public right-of-way in the course of repair, maintenance and/or inspection of utilities within the right-of-way in the course of repair, maintenance and/or inspections of utilities within the right-of-way and/or any improvements of any kind by the City or its authorized agents with the public right-of-way.

The replacement and /or repair for any driveway material other than standard non-reinforced concrete shall be the responsibility of the owner, its successors and/or assigns. This agreement is not, however, intended to relieve the City or its authorized agents from liability which may arise because of its negligence or negligence of its employees.

- If a sidewalk exists, specialty material shall only be allowed to be installed between the sidewalk and the property / right-of-way line.
- If no sidewalk exists, specialty material may be installed from the property / right-of-way line up to the existing asphalt roadway. If a new sidewalk is installed where the City has previously approved a specialty material driveway, a portion of the driveway shall be removed and replaced with standard concrete to accommodate the sidewalk.

\_\_\_\_\_  
*Property Owner (sign here)*

\_\_\_\_\_  
*(please print name here)*

\_\_\_\_\_  
*Date*



**City of Myrtle Beach**  
*Department of Public Works - Engineering Division*  
P.O. Drawer 2468 • Myrtle Beach, SC 29578

**HOLD HARMLESS AGREEMENT**

**RESIDENTIAL DRIVEWAYS  
FOR EMMENS AND WITHERS PRESERVE**

In consideration for the City of Myrtle Beach allowing the installation of a private driveway constructed of materials not standard to the City's Operation and Maintenance Personnel, specifically, concrete toppings, coatings, coloring, texturing, stamping, brick pavers, turf stone and/or other similar types of materials located within an existing public right-of-way at Property located at \_\_\_\_\_, being Horry County TMS/PIN# \_\_\_\_\_, I/We including successors and/or assigns, agree to hold the City of Myrtle Beach or its authorized agents harmless from any claims for damages of any kind to any real and/or personal property that is located with the public right-of-way in the course of repair, maintenance and/or inspection of utilities within the right-of-way in the course of repair, maintenance and/or inspections of utilities within the right-of-way and/or any improvements of any kind by the City or its authorized agents with the public right-of-way.

The replacement and /or repair for any driveway material other than standard non-reinforced concrete shall be the responsibility of the owner, its successors and/or assigns. This agreement is not, however, intended to relieve the City or its authorized agents from liability which may arise because of its negligence or negligence of its employees.

\_\_\_\_\_  
*Property Owner (sign here)*

\_\_\_\_\_  
*(please print name here)*

\_\_\_\_\_  
*Date*



**CITY OF MYRTLE BEACH  
CONSTRUCTION SERVICES  
RESIDENTIAL TREE STATEMENT**

TO: Construction Services, City of Myrtle Beach

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

RE: TREE PROTECTION AT

ADDRESS: \_\_\_\_\_

TYPE OF CONSTRUCTION: \_\_\_\_\_

A complete tree survey is not necessary for an addition, pool, fence or accessory structure, however:

- If there is a tree located within the area to be constructed upon at the location, the type and diameter of the tree must be stated on the plans.
- If there are no trees to be disturbed in the construction area, a signed statement must be provided stating that there are no trees to be disturbed.

New Construction

- A tree survey is required on all new construction.
- If there are no trees on the property, a signed statement must be provided.

*There are no trees to be disturbed on the above referenced property.*

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

Print Name: \_\_\_\_\_



**CITY OF MYRTLE BEACH  
CONSTRUCTION SERVICES  
SEWER ELEVATION CERTIFICATION**

**DATE:** \_\_\_\_\_

**PROJECT NAME:** \_\_\_\_\_

**PROJECT ADDRESS:** \_\_\_\_\_

**TAX MAP NUMBER:** \_\_\_\_\_

**PERMIT NUMBER:** \_\_\_\_\_

I have checked the elevation of the sewer tap and determined that the location and the elevation of the line from the building to the tap will meet the plumbing code requirement of 1/8<sup>th</sup> inch per foot.

**PROPERTY OWNER:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**(OR)**

**CONTRACTOR NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

(This verification letter must be remitted to Construction Services before any temporary power or foundation inspection will be performed. The purpose is to insure that proper drainage from building to city sewer is accomplished.)



## **City of Myrtle Beach Special Inspections Statement of Responsibility**

This affidavit is in response to 2015 International Building Code Sec. 1704.4 Contractor Responsibility. Each contractor responsible for the construction of a main wind- or seismic-force-resisting system, designated seismic system or a wind- or seismic-resisting component listed in the statement of special inspections shall submit a written statement of responsibility to the building official and the owner prior to the commencement of work on the system or component. The contractor's statement of responsibility is as follows:

1. Acknowledgment of awareness of the special requirement contained in the statement of special inspections;
2. Acknowledgement that control will be exercised to obtain conformance with the construction documents approved by the building official;
3. Procedures for exercising control within the contractor's organization, the method and frequency of reporting and the distribution of the reports; and
4. Identification and qualification of the person(s) exercising such control and their position(s) in the organization.

I, \_\_\_\_\_(responsible person) of \_\_\_\_\_(company)

acknowledge that this project \_\_\_\_\_(name) located at

\_\_\_\_\_ in the City of Myrtle Beach, of Horry County, South Carolina is

required to have special inspections under IBC Chapter 17 Special Inspections and Tests.

By signing this affidavit you acknowledge the requirement set forth by IBC Chapter 17 for special inspections.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Company*