



*First in Service*

## **City of Myrtle Beach Construction Services**

### **Master Trade Card Process**

The City of Myrtle Beach requires that a contractor must have a City of Myrtle Beach's Master Card in order to obtain a permit in any trade. Section 5-1-10 of the City Code, signed February 15, 1983 states "Permits to do electrical, mechanical or plumbing construction shall be issued only to a certified master tradesman possessing a current business license".

The ordinance states four ways in which you can obtain a Master Card. The applicant must be tested in the fields of plumbing, electrical or HVAC by:

- 1) Taking a written examination in the related field at Horry/Georgetown Technical College.
- 2) Possessing a valid contractor's license issued by the State of South Carolina.
- 3) Possessing a valid master trade card issued by the S.C. Municipal Association.
- 4) Possessing a valid S.C. Residential Homebuilders Specialty card - TESTED or EXAM will be shown on the SC LLR website.

Once you have met any one of the above requirements, please fill out the attached form, and bring the **original** along with a **passport size color photo and your driver's license** to the Construction Services Department at the City of Myrtle Beach City Services building located at 921 Oak Street. Hours of operation are from 8:00am to 5:00pm.

You may email the paperwork, head shot photo and copy of the driver's license of the qualifier to [chajnal@cityofmyrtlebeach.com](mailto:chajnal@cityofmyrtlebeach.com) or [jhogan@cityofmyrtlebeach.com](mailto:jhogan@cityofmyrtlebeach.com) so that we can process the trade card.

Master trade cards are issued for a period of 4 years with a fee of **\$30.00**. Cards must be renewed before the expiration date. *The fee will be doubled if not renewed before the expiration date.*

Please take notice that permits **WILL NOT** be issued if you do not have a current master card.



City of Myrtle Beach  
South Carolina

**Office Use:**  
Trade Card No. \_\_\_\_\_  
Receipt No. \_\_\_\_\_

**APPLICATION FOR MASTER TRADE CERTIFICATION**

This original application must be given to the Construction Services Department at the City Services building. The cost of a City of Myrtle Beach Master trade card is **\$30.00**. Permits will issued only when a current City of Myrtle Beach Master card is presented.

**I. GENERAL INFORMATION:**

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Present Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Applicant's Position: \_\_\_\_\_

Date Of Birth: \_\_\_\_\_ State Driver's License #: \_\_\_\_\_  
*Mo Day Year*

**II: PURPOSE OF APPLICATION:** *I hereby make application for **TRADE CERTIFICATION** to engage in an occupation or business (Master only) in the City of Myrtle Beach, South Carolina, as a:*

- MASTER ELECTRICIAN       MASTER PLUMBER       MASTER MECHANICAL

In order to qualify for a City of Myrtle Beach Master card you must have one of the following:

- A. Current South Carolina State License \_\_\_\_\_  
or  
B. South Carolina Municipal Association Trade Card Certification \_\_\_\_\_  
or  
C. Have passed a Block Test \_\_\_\_\_

*I hereby certify that the foregoing statements are true and correct to the best of my knowledge and belief. I authorize the City of Myrtle beach to conduct any investigation it deems necessary to evaluate this application.*

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE



# 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)