



**City of Myrtle Beach  
Preconstruction Meeting**

**Large Conference Room  
City Services Building – 921 Oak Street  
Myrtle Beach, SC 29577**

- **Business License Key Points**
- **Engineering Key Points**
- **Zoning Key Points**
- **Construction Key Points**
- **Staff Contact List**

The owner/owner's representative, the architect, the civil engineer, the general contractor, including the superintendent, site/utility contractor, sub-contractors in plumbing, electrical, heating and air, building fire (alarm & sprinkler system), licensed fire sprinkler company or a licensed utility contractor class 3, 4 or 5 licenses (underground fire line), landscaper and special inspectors must attend the pre-construction meeting. If any of these are unable to attend, the pre-construction meeting will be rescheduled. Please do not be late; we will hold the meeting for 10 minutes for all to arrive; after that the meeting will be cancelled and will have to be rescheduled.

- All tree protection must be in place prior to this meeting – contact Charles Rowe at 843-918-1179 for verification.
- Permits can be issued following the preconstruction meeting to contractors who meet the City and State Licensing requirements. The Utility & Sitework permit must be issued first.

**Heidi Soos, Commercial Plans Expeditor**  
Ph 843-918-1165; Fax 843-918-1478  
[hsoos@cityofmyrtlebeach.com](mailto:hsoos@cityofmyrtlebeach.com)

**Eileen Flynn, Residential Plans Expeditor**  
Ph 843-918-1195; Fax 843-918-1158  
[eflynn@cityofmyrtlebeach.com](mailto:eflynn@cityofmyrtlebeach.com)

**Laura Thomas, Plans Expeditor**  
Ph 843-918-1184; Fax 843-918-1158  
[lthomas@cityofmyrtlebeach.com](mailto:lthomas@cityofmyrtlebeach.com)



**Business License Key Points**  
**Ph: 843-918-1200 ☎ Fax: 843-918-1210**

1. All sub-contractors must have a business license with the City of Myrtle Beach for each job prior to starting work. A Certificate of Occupancy may be held or delayed if any sub-contractor has failed to pay the required business license fee for the project. Please call the business license office at (843) 918-1200 with any questions.
2. Every separate business or subcontractor performing work on a job must have a City of Myrtle Beach business license. This includes every IRS-1099 subcontractor and any subs of subs. Only W-2 paid employees are not required to have a city license.
3. Every contractor or subcontractor must provide appropriate state licensing and City Master Trade Card, if required, to obtain a business license.
4. General contractors must submit to the business license division a complete roster of all subcontractors for verification of business licensing. The roster may be submitted in phases. Submitting in phases will help insure that the CO is not held up for unlicensed subcontractors. The GC has the option of holding a retainer for each subcontractor and paying the sub's business license fees out of the retainer. The City will accept payment from the GC to allow the CO to go through on time.
5. The general contractor is responsible for verifying that all subcontractors have the correct city licensing before the job can be complete and closed out. A stop work order may be issued on a project where subcontractors are not properly licensed.
6. The initial submission of the subcontractor roster must be within 10 days of pulling the permit. Attached is a subcontractor roster to complete. This form can be provided to you by e-mail in Excel format. Contractors may submit a roster of their design, but the format must be approved by the business license office. It must contain the following:
  - Subcontractor's business name and contact name
  - Subcontractor's contract value
  - Subcontractor's complete mailing and phone information

***City Code § 11-39:***

**NAICS 230000 - Contractors, Construction, All Types**

- 8.1 Having permanent place of business within the municipality  
Minimum on first \$2,000.....\$115.00 PLUS  
Each additional 1,000.....\$ 2.70
- 8.1A Not having permanent place of business within the municipality  
Minimum on first \$2,000..... \$230.00 PLUS  
Each additional \$1,000.....\$ 5.40  
(Non-resident double rates do not apply)

A trailer at the construction site or structure in which the contractor temporarily resides is not a permanent place of business under this ordinance.

The total tax for the full amount of the contract shall be paid prior to commencement of work and shall entitle contractor to complete the job without regard to the normal license expiration date. An amended report shall be

filed for each new job and the appropriate additional license fee per \$1,000 of the contract amount shall be paid prior to commencement of new work. Only one base tax shall be paid in a calendar year.

No contractor shall be issued a business license until all state and municipal qualification examination and trade license requirements have been met. Each contractor shall post a sign in plain view on each job identifying the contractor with the job.

Sub-contractors shall be licensed on the same basis as general or prime contractors for the same job. No deductions shall be made by a general or prime contractor for value of work performed by a sub-contractor.

No contractor shall be issued a business license until all performance and indemnity bonds required by the Building Code have been filed and approved. Zoning permits must be obtained when required by the Zoning Ordinance.

Each prime contractor shall file with the License Official a list of sub-contractors furnishing labor or materials for each project and shall report in each case the contract amount.

***City of Myrtle Beach Business License Code Enforcement Officers:  
Frankie O'Harrow 843-918-1151 or [FoHarrow@cityofmyrtlebeach.com](mailto:FoHarrow@cityofmyrtlebeach.com)  
Lawrence Willoughby 843-918-1174 or [lwilloughby@cityofmyrtlebeach.com](mailto:lwilloughby@cityofmyrtlebeach.com)***





**Engineering Key Points**  
**Ph: 843-918-2000 ☎ Fax: 843-918-2074**

**Permit Requirements:**

1. If the project will be blocking the street or right-of-way at any time, a street obstruction permit is required. Contact Frankie Collins 843-918-2004 or Earl Sickels 843-918-2003 for permit.
2. Obtain a driveway permit for all driveways. SCDOT requires a letter of release for all state roads and a state encroachment permit is required on state right-of-ways.
3. Storm water facilities must be constructed as shown on plans or new approval obtained prior to construction by submitting new plans with calculations through the Construction Services plans expeditor. Call the Engineering inspector when installation starts. Prior to a TCO or CO, an approved and stamped storm water as-built and storm water certification letter will be required by the engineer on record.

**Inspections:**

1. The contractor will not receive temporary electrical power meter until the sewer service tap tie-in is exposed for inspection. Call 843-918-1111 to set up the inspection.
2. Dumpster/Compactor pads must be constructed in accordance with City specifications; call 843-918-1111 for rebar and layout inspection prior to placing concrete.
3. Call 843-918-2000 for scheduling of water meters and sewer taps. Allow up to 10 working days for water meter installations after fees have been paid. For line locates, please call PUPS at 1-888-721-7877 three (3) days prior to digging.
4. Prior to final inspection, call for a driveway form inspection to insure compliance with Public Works driveway standards.
5. Prior to a final inspection for residential single-family construction, a post-development drainage verification survey stamped by a registered SC professional engineer, registered landscape architect or registered land surveyor will be required and emailed to [postsw@cityofmyrtlebeach.com](mailto:postsw@cityofmyrtlebeach.com). Engineering will review the survey, send comments or an approval email and then a final can be scheduled. The survey must:
  - reference the site development plans for the development (if applicable)
  - be completed after the installation of all improvements on the lot including buildings, driveways, sidewalks, sod, grass, landscaping beds etc
  - show the location of all improvements on the lot including adjacent roads, drainage pipes, catch basins, swales and other drainage features
  - include elevations of all lot corners, relative high points and low points along all lot lines and/or phase lines, finished floor elevations of the buildings and top elevation of any catch basin(s) on or adjacent to the lot
  - show elevations at 25 foot increments along and 5 feet beyond and inside each property line
  - illustrate that property grades, swales, ditches, etc have been re-established to the original site development plan to ensure positive site drainage as designed
  - illustrate that positive drainage will occur with no adverse effect on adjacent properties where no site development plan has been prepared for those lots where no site development plan has been drawn.
  - show that slopes across pervious areas must be 1% minimum and 0.50% minimum across impervious areas.

The above items that are applicable must be included on this survey. The City reserves the right to waive any of the above requirements and/or request additional information upon review of the plot survey.

**Jobsite Requirements:**

1. The construction permit for utilities and site work must be displayed where visible from the street. An approved and stamped set of civil plans must be on site at all times. Post an emergency and after hours contact name and number within a readily accessible location on the job site.
2. If engineering specifies silt fencing, it must be properly erected at beginning of ground breaking. The fencing must be maintained throughout construction or vegetation is established. See the attached silt fence diagram.
3. If engineering requires a mud/de-mud pad, it must be constructed prior to work starting on the site; no tracking on street.
4. Damage to any existing improvements in the right-of-ways, including pavement, pavement markings, curbing, sidewalks, landscaping, etc., shall be repaired or replaced by the contractor or developer upon notification by the City.
5. The backflow preventer must be certified by a SC qualified certifier. A Backflow Device Test Report must be submitted prior to the final inspection. If City water is used for irrigation, a SC approved backflow preventer is required behind the City meter.
6. A final civil engineering inspection certification letter must be submitted prior to the final inspection.
7. Fire lines must have an approved double detector check valve assembly installed and certified prior to the TCO or CO. Provide certification to the site work inspector.

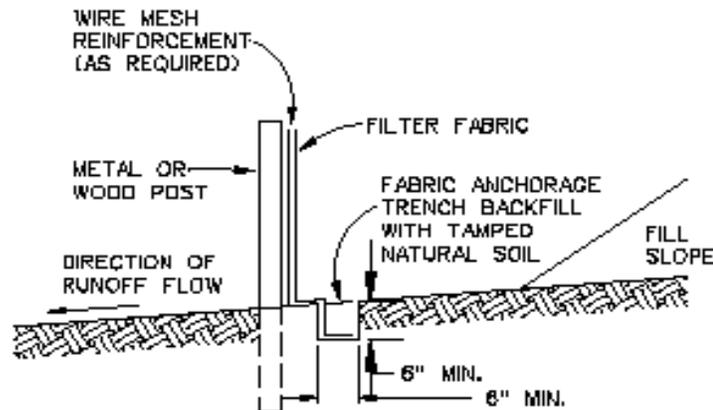
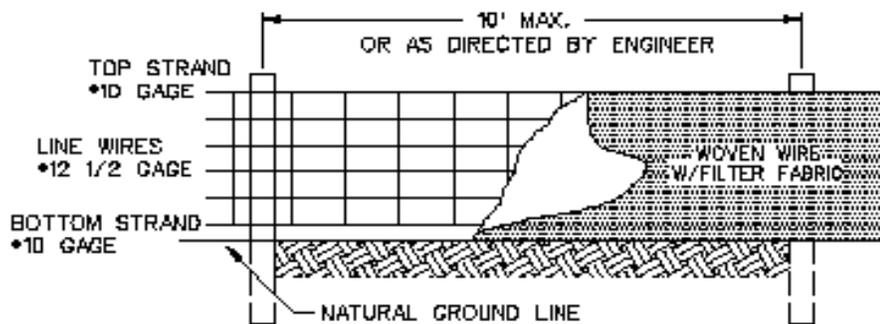
*City of Myrtle Beach Engineering Department Inspectors:*

*Earl Sickels: office 843-918-2000, cell 843-997-7129 or [esickels@cityofmyrtlebeach.com](mailto:esickels@cityofmyrtlebeach.com)*

*Frankie Collins: office 843-918-2004, cell 843-997-7127 or [fcollins@cityofmyrtlebeach.com](mailto:fcollins@cityofmyrtlebeach.com)*

SILT FENCE NOTES:

1. WOVEN WIRE FENCE SHALL BE REQUIRED AS A BACKING FOR FILTER FABRIC WITH AN ELONGATION AS DETERMINED BY ASTM D 1882, OF 50% GREATER. THE WIRE FENCE SHALL BE A MINIMUM OF 32' IN WIDTH AND SHALL HAVE A MINIMUM OF 6 LINE WIRES WITH 12" STAY SPACING.
2. WOOD OR STEEL POST MAY BE USED. WOOD POST SHALL BE A MINIMUM OF 6' LONG AND 3" OR MORE IN DIAMETER. STEEL POST SHALL BE A MINIMUM OF 5' LONG WEIGH A MINIMUM OF 1.3 POUNDS/FOOT, AND HAVE PROJECTIONS FOR FASTENING THE WIRE OR THE FABRIC TO THE POST. STEEL POST SHALL ALSO HAVE A METAL PLATE SECURELY ATTACHED SUCH THAT WHEN THE POST IS DRIVEN TO THE PROPER DEPTH, THE PLATE WILL BE BELOW GROUND LEVEL FOR ADDITIONAL STABILITY. POSTS SHALL BE INSTALLED TO A DEPTH DIRECTED BY THE ENGINEER, WITH 1 TO 2 INCHES OF THE POST PROTRUDING ABOVE THE TOP OF THE WIRE FENCE OF FABRIC BEING IDEAL, BUT IN ANY CASE, NO MORE THAN 3' OF THE POST SHALL PROTRUDE ABOVE THE GROUND.



CONSTRUCTION OF A SILT FENCE

CITY OF MYRTLE BEACH  
ENGINEERING DIVISION

DATE:  
6/21/01

APPROVED BY: RL  
DRAWN BY: KJG

SHEET NO.  
D-17





**Zoning Key Points**  
**Ph: 843-918-1111 ☎ Fax: 843-918-1158**

**Landscaping**

1. Existing trees must be protected during construction. Add tree protection as defined in the tree protection ordinance.
2. Any significant changes to the site plan or landscaping plan must be resubmitted to the Community Appearance Board for approval.
3. All landscaping must be installed and the irrigation system must be working prior to receiving a Certificate of Occupancy (CO).
4. A temporary Certificate of Occupancy (TCO) may be obtained with a refundable cash bond equal to 2.5 times the cost of the unplanted landscaping and the unfinished irrigation.
5. The parking lot must be laid out and striped as approved on the site plan. Compact and handicapped parking spaces must be labeled as such.
6. Handicapped signs must be erected, minimum of 60” to the bottom of the sign, from grade.
7. Any exposed surface needs to be covered with established ground cover as defined in the landscaping ordinance.

**Site Lighting**

1. Exterior lighting is not included in the Building Permit. An additional permit and Community Appearance Board approval are required for any commercial lighting.
2. When submitting for Community Appearance Board approval & lighting permit, unless Santee Cooper installs the lighting, a photometric plan must be submitted for approval.
3. Any site lighting is subject to the City’s Light/Glare ordinance and will be inspected upon completion.

**Signs**

1. Signs and awnings are not included in the Building Permit. An additional permit and Community Appearance Board approval are required for any commercial sign, awning, or window lettering.
2. One construction sign, no larger than 32 square feet is allowed during construction for each job site, not each contractor. The construction sign may be installed once the sitework permit is issued and must be removed within 48 hours from the issuance of a Certificate of Occupancy (CO).

***City of Myrtle Beach Code Enforcement Inspectors:***

***Charles Rowe (Landscaping) 843-918-1179 or [crowe@cityofmyrtlebeach.com](mailto:crowe@cityofmyrtlebeach.com)***

***Audie Smith (Signs/Awnings/Lighting) 843-918-1181 or [asmith@cityofmyrtlebeach.com](mailto:asmith@cityofmyrtlebeach.com)***



## Construction Services Key Points

Ph: 843-918-1111 ☎ Fax: 843-918-1158

### Permit Requirements:

1. Plan Changes: Any change in the approved job site set of plans may require resubmittal through the plans expeditor. The inspector or the plan reviewer will make this determination. ***See the Inspector or Plan Reviewer before making changes! Note: Structural, accessibility and egress changes always require plan resubmittal. Exterior revisions to building or land require approval from the Community Appearance Board.***
2. Fire sprinkler systems, fire alarm systems, kitchen hoods/fire systems and accessory elements such as pools, fences, signage, exterior lighting, site work etc. shall be permitted separately. A site permit and utility permit must be obtained before a building permit can be issued.
3. Major tradesmen such as plumbers, electricians and mechanical contractors must be licensed by the State of South Carolina and the City of Myrtle Beach. They must also possess a City of Myrtle Beach Master Trade Card before the trade permit(s) are issued. Please provide the main permit number when applying for the trade permit. Trade permits are issued from 8:00am until 4:30pm at the Construction Services front counter.

### Inspections:

1. Call 843-918-1111 the day prior to obtain an inspection between 8:00am and 12:00pm; call prior to 9:00am for inspections between 1:00pm and 5:00pm. At framing, above ceiling and final inspection(s), the general contractor must call in all permits pertaining to the project. This would include the main permit number, any trade permits including electrical, mechanical, plumbing, gas, and any accessory permits including sprinkler, fire alarm, landscaping, pool, fencing and site work permit numbers. ***Your permit number(s) are required when calling in an inspection request.***
2. Re-inspections: Where inspections fail because of work not ready for inspection or numerous code violations occur, a \$100.00 fee may be imposed by the inspector and will require payment before another inspection is made.
3. **Problems that may result in a Stop Work Order:** Subs not licensed, repeated code violations or any other problems will result in a **STOP WORK ORDER** issued to the sub. If the need for another **STOP WORK ORDER** is to be issued, it will be issued for the **ENTIRE JOB**. A meeting will be held in the City Services Building to resolve the situation.
4. When construction is within a special flood zone, a certificate of elevation shall be required to be submitted. Contact Emily Hardee at 843-918-1163 with any questions.
5. Before calling in for an electrical courtesy inspection (permanent power to the building), make sure that the City of Myrtle Beach approved address is properly displayed on the building.
6. Special inspections must be completed **before** the building department inspection; a copy of the special inspector's report must be on the job site. Special inspection reports must be submitted to the building department on a weekly basis and addressed to either [chajnal@cityofmyrtlebeach.com](mailto:chajnal@cityofmyrtlebeach.com) or [jhogan@cityofmyrtlebeach.com](mailto:jhogan@cityofmyrtlebeach.com). ***The Contractor Affidavit for acknowledgment of special inspection must be on file prior to permitting.***
7. The Fire Alarm and/or Sprinkler System Acceptance Test form **MUST** be signed and turned in to Construction Services **BEFORE** a final life safety inspection will be scheduled.
  - A 48-hour notice is required for final inspection of sprinkler and fire alarm systems.

- Buildings requiring a sprinkler system shall have the system installed and operational prior to furniture being brought into the building.
- A licensed sprinkler company or a licensed utility contractor class 3, 4 or 5 licenses, shall install all underground fire lines from the BFP to the building.

### **Jobsite Requirements:**

1. Approved stamped plans and permit shall be on the job site at all times. The absence of either will result in the inspection being cancelled.
2. A construction dumpster is required or the project must get approval for other methods of removing construction debris. Combustible construction debris shall not be allowed to collect excessively at the site.
3. Temporary Power Pole: Before temporary power is given, a portable toilet shall be on the site and the lateral invert elevation shall be determined. A completed Sewer Elevation Certification form must be on file with Construction Services before an electrical permit can be issued.
4. Provide and maintain a hard surface access road to all buildings on the job site capable of supporting the loads of emergency vehicles.
5. Construction (including excavation), demolition, alteration, or repair of any building is allowed from 7:00am to 11:00pm **only**.
6. A company licensed by the State of S.C. shall perform all Fire Alarm and Sprinkler Systems work.

### **Temporary Certificate of Occupancy (TCO) Requirements:**

- Upon proof of extenuating circumstances, the Building official may issue a TCO.
- A TCO is valid for 30 to 60 days only before a CO shall be issued.
- A TCO is the same as CO except for minor code compliance items. Below is a partial checklist of items that is required to be completed for a CO.
  - Engineering approval.
  - Zoning approval.
  - Landscaping approval or bonding.
  - Required parking completed.
  - Emergency Fire Access to all structures shall be open and accessible.
  - Addressing on all buildings.
  - Sprinkler and fire alarm systems have passed inspection.
  - Fire Extinguishers mounted at proper locations.
  - All life safety items must have passed inspection: Means of egress, stairs, ramps, walkways, corridors, all exit components including lighting (exit and emergency), correct sloping of ramps and correct height of handrails and guardrails.
  - All HVAC, Plumbing, and Electrical permits have passed inspection.
  - All "Shell" Building Permits inspected and approved.
  - All emergency backup systems in place tested and working properly.
  - All construction debris removed from site.
  - Unfinished areas secured from the general public.
- Furniture and furnishings shall be allowed on a one-to-one basis with a verbal ok from the inspector after the sprinkler and fire alarm has passed inspection.

If you have any other situations arise that are not on this list, please contact Chris Lee, Deputy Building Official, at 843-918-1154 or [clee@cityofmyrtlebeach.com](mailto:clee@cityofmyrtlebeach.com).



## City of Myrtle Beach Staff Contact List

### **CONSTRUCTION SERVICES**

Director, Construction Services

**843-918-1111**

Bruce Boulineau

**FAX 843-918-1158**

843-918-1176

### ***Zoning/Code Enforcement Division***

Zoning Administrator

Kenneth May

843-918-1167

Chief Code Enforcer

Walt Wysk

843-918-1173

Landscaping

Charles Rowe

843-918-1179

Signs/Awnings/Lighting

Audie Smith

843-918-1181

Encroachments/Abandoned Vehicles

Karen West

843-918-1166

### ***Inspection Division***

Deputy Building Official

Chris Lee

843-918-1154

Plans Examiner

Jon Harrah

843-918-1193

Building Inspector

Eddie Goff

843-918-1159

Building/Housing Inspector

Jodi Greenwood

843-918-1170

Building/Housing Inspector

Jamie Hucks

843-918-1078

Electrical Inspector

Steve Walker

843-918-1052

Plumbing Inspector

John Prochaska

843-918-1178

Property Maintenance Inspector

Glenn Broach

843-918-1182

Property Maintenance Inspector

Paul Cadieux

843-918-1144

Property Maintenance Clerk

Debbie Sturm

843-918-1194

### ***Administrative Division***

Permit Services Supervisor & Floodplain Coordinator

Emily Hardee

843-918-1163

Plans Expeditor (Commercial) & CAB Secretary

Heidi Soos

843-918-1165; Fax x1478

Plans Expeditor (Residential) & BZA Secretary

Eileen Flynn

843-918-1195

Plans Expeditor

Laura Thomas

843-918-1184

Permit Technician

Colleen Hajnal

843-918-1164

Permit Technician

Jacky Hogan

843-918-1161

*To Schedule Inspections*

*843-918-1111*

### **BUSINESS LICENSE**

Supervisor

**843-918-1200**

Kristi Evans

**FAX 843-918-1210**  
843-918-1218

Code Enforcement Officer

Frankie O'Harrow

843-918-1151

Code Enforcement Officer

Lawrence Willoughby

843-918-1174

### **ENGINEERING**

Engineering Manager

**843-918-2000**

John Johnson

**FAX 843-918-2074**  
843-918-2016

Engineering Technician

Jhonathan DeLeon

843-918-2027

Construction Inspector

Earl Sickels (cell 997-7129)

843-918-2003

Construction Inspector

Frankie Collins (cell 997-7127)

843-918-2085

City Engineer

Ryan Harvey

843-918-2075

Civil Engineer

Tommy Holt

843-918-2018

To Schedule Taps

843-918-2000