



**Residential Inspection Procedures**  
**Construction Services Department**  
**Ph: 843-918-1111/Fax: 843-918-1158**

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. Separate buildings or structures require separate permits. Sprinkler systems, fire alarm systems, kitchen hoods/fire systems, pools, fences, signage, exterior lighting, site work etc. shall be permitted separately. ***A site permit and utility permit must be obtained before or at the time a building permit is issued.***
2. All subcontractors 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 subcontractor 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.
3. Major Trades: Plumbing-Gas-Mechanical-Electrical shall be licensed by the State of South Carolina and possess a City of Myrtle Beach Business License and 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. Please call (843) 918-1111 with any questions.
4. **Inspections:**
  - Call 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. The tradesman is responsible for calling in their inspections. At 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, sprinkler, fire alarm, landscaping, pool, fence and site work permit numbers. ***Your permit number(s) are required when calling in an inspection request.***
  - Re-inspections: Where inspections fail because of work not ready for inspection or numerous code violations, a \$100.00 may be imposed and will require payment before another inspection is made.
  - When construction is within a special flood zone, a certificate of elevation shall be submitted. Contact Emily Hardee at 918-1163 with any questions.
  - Before calling in for an electrical courtesy inspection (permanent power to the building), make sure that the building is addressed for 911 purposes.
  - Special Inspections: Special Inspections must be completed **before** the Building Department inspection; a copy of the special inspector's inspection report must be on job site. The Special Inspectors LLR number and Name must be specified on Plans for each special inspection performed. Special inspection reports must be submitted to the Building Department weekly and addressed to Emily Hardee. ***Contractor Affidavit for acknowledgment of special inspection must be on file prior to permitting.***
  - Prior to final inspection, call for a driveway form inspection to insure compliance with Public Works driveway standards.
  - A post development drainage verification survey must be stamped by a registered professional engineer, registered landscape architect or registered land surveyor and submitted to [postsw@cityofmyrtlebeach.com](mailto:postsw@cityofmyrtlebeach.com) prior to the ***final inspection***. Engineering will review the survey for high points and relevant grading elevations of significance. Once it is approved and you are notified, a final inspection can be scheduled when ready. Please contact John Johnson at 843-918-2016 with any questions.
5. Plan Changes: Any change in the approved job site set of plans may result in resubmittal to the plan expeditor. The inspector or the plan reviewer will make this determination. ***See the inspector or plan reviewer before making changes! Note: Structural changes always require plan resubmittal. Exterior revisions to building or land require approval from the Community Appearance Board.***
6. 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 on the job site.
7. Temporary Power Pole: Before temporary power is given, a portable toilet shall be on the site and the lateral invert elevation shall be determined and a completed Sewer Elevation Certification must be submitted to Construction Services.

8. Provide and maintain a hard surface access road to all buildings on the job site capable of supporting the loads of emergency vehicles.
9. If project will be blocking the street or right-of-way, at any time, a street obstruction permit is required. Contact Frankie Collins 843-997-7127 or Earl Sickels 843-997-7129 for permit.
10. **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.
11. Construction (including excavation), demolition, alteration, or repair of any building is allowed from 7:00am to 11:00pm **only**.
12. A company licensed by the State of South Carolina shall perform all Fire Alarm and Sprinkler Systems work.
  - Fire Alarm Acceptance Test sheet **MUST** be signed and turned in to the Building Department **BEFORE** a final Fire Alarm inspection will be scheduled.
  - Sprinkler System Acceptance Test sheet **MUST** be signed and turned in to the Building Department **BEFORE** a final Sprinkler inspection will be scheduled.
  - A 48-hour notice is required for final inspection of sprinkler 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.
13. Dumpster/Compactor pads must be constructed in accordance with City specifications. Call 918-1111 for rebar and layout inspection prior to placing concrete.
14. Damage to any existing improvements in the right-of-ways, including pavement, pavement markings, curbing, sidewalks, landscaping, etc., shall be repaired and/or replaced by the contractor/developer upon notification by the City.
15. Call 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.
16. Fire lines must have an approved double detector check valve assembly installed and certified prior to the TCO or CO. Provide certification to site work inspector.
17. Temporary Certificate of Occupancy (TCO):
  - 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
  - All life safety items passed.

### Site Lighting

1. Exterior lighting is not included in the Building Permit. An additional lighting permit and Community Appearance Board approval are required for any commercial or multi-family projects.
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 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

Permit Technician

Colleen Hajnal

843-918-1164

Permit Technician

Jacky Hogan

843-918-1161

Permit Technician

Laura Thomas

843-918-1184

*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