



City of Myrtle Beach New Residential Construction Permit Procedures and Forms

Procedures

- Introduction/Commonly Asked Questions
- Floodplain Requirements
- Single Family Dwellings – Requirements for New Construction, Additions, Trade Permits and 2009 Energy Code Conservation (IECC) Requirements
- 2009 IECC Energy Code Compliance Statement
- Staff Contact List
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Permit Forms

- Building Permit Application
- Trade Permit Applications (Plumbing, Electrical, Gas, Mechanical)
- Fence Permit Application
- Building Fire Permit Application
- Residential Tree Statement
- Utilities & Site work Permit Application
 - Residential Driveway Compliance Agreement
 - Hold Harmless Agreement for Residential Driveways
 - Hold Harmless Agreement for Residential Emmens Preserve Driveways
- Sewer Elevation Certificate

Contact:

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Residential Plans Expeditor/BZA Secretary
Construction Services
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**City of Myrtle Beach
Construction Services
Commonly Asked Questions for Residential Construction**

- Is my property in the city limits of Myrtle Beach?
 - If so, continue.
 - If not, but your property abuts city limits, you may be required to annex into the city during the construction process.

- What is the zoning classification of my property?
 - This affects the heights, size, and location on the site of your home and amenities.

- Will I need to move or remove some trees for this project?
 - You will need to prepare and submit a tree survey of the property for review by the Landscaping Code Enforcement official.

- Is the proposed site in a floodplain?
 - If so, then floodplain regulations apply. You will also need to shop for flood insurance.

- For new construction on all oceanfront properties, you will also need to prepare to go through the Community Appearance Board (CAB). The CAB will review, among other things:
 - Site layout
 - Landscaping
 - Signs, awnings and exterior lighting
 - Building materials and colors

- After all approvals, a permit must be issued within 6 months.

Zoning questions, contact Walk Wysk at 843-918-1173 or wwysk@cityofmyrtlebeach.com.

Landscaping code questions, contact Charles Rowe at 843-918-1179 or crowe@cityofmyrtlebeach.com.

Flood plain questions, contact Emily Hardee at 843-918-1163 or ehardee@cityofmyrtlebeach.com.



City of Myrtle Beach
Floodplain Requirements
Ph: 843-918-1163 ☎ Fax: 843-918-1158

When applying for a building permit, the Construction Services Department will perform an initial check to see if your property is in one of the Special Flood Hazard Areas (SFHA), commonly known as floodplains.

If your property is located in a floodplain, there are special regulations that you will have to follow in addition to the other building and zoning codes. (The text can be found in Article 11 of the Zoning Ordinance.) The regulations are different, depending upon your SFHA designation.

There are two SFHA designations in the City of Myrtle Beach: AE zones and VE zones. Both have numbers assigned to them (called Base Flood Elevations, or BFEs). BFEs are the minimum height above sea level that the Federal Emergency Management Agency (FEMA) will allow you to build your first living floor. The City of Myrtle Beach adds three feet to this number, so that the first floor of your home has to be elevated to a height that equals the BFE + 3 feet.

Additionally, if your property is on the oceanfront, you may also be subject to regulations from other agencies (OCRM and DHEC). Information is available from the Plans Expeditor.

If you have any questions about floodplains and the regulations regarding the oceanfront, please call Emily Hardee, Floodplain Coordinator at 843-918-1163.

Flood Zone Requirements

AE Zone (Coastal Inland Flood Area) Requirements

Residential Uses:

- The bottom of the lowest floor must be no less than three feet above the BFE for that property. This includes basements but not garages.
- Any areas below the first floor (crawl spaces, etc) must be ventilated to allow floodwaters to pass through. There must be at least one vent per outer wall, and the total area of vented openings must equal 1 square inch per 1 square foot of the building's footprint. The bottom of the vent opening must be less than 12 inches from the adjacent grade.

Commercial Uses:

- Commercial uses may choose to use dry flood-proofing measures to flood-proof up to the equivalent of the BFE + 3 feet.

Both Residential and Commercial Uses:

- Fill dirt may be used to elevate to the BFE + 3 feet only if the fill is certified against scour by an engineer, and extends three feet horizontally from the building before dropping in slope.
- Living space is not allowed below the BFE.
- Recreational vehicles must be licensed, ready to move, and not on the site more than 180 consecutive days.

VE Zone (Coastal High Hazard Area) Requirements

Residential and Commercial Uses:

- The bottom of the lowest horizontal structural member must be no less than three feet above the BFE for that property. Basements are not allowed in the VE zones.
- The only uses allowed under the first floor are parking, building access, and limited storage areas.
- Fill is not allowed except in limited capacity around the building for landscaping purposes. This fill must be non-compacted and beach-compatible.

- Areas below the first floor may be enclosed but only by using one of the following methods:
 1. open wood lattice work;
 2. insect screening (intended to collapse under wind and water loads); or
 3. breakaway walls
- Breakaway walls must be designed to have a safe loading resistance of not less than 10 pounds per square foot and not more than 20 pounds per square foot (certified by an engineer or architect).
- Dunes may not be altered in such a way that would increase potential flood damage.
- Manufactured homes are prohibited.
- Recreational vehicles must be licensed, ready to move, and not on the site more than 180 consecutive days.

Inspection Requirements

Information Required, AE Zones:

- The elevation of the lowest floor, including basement.
- For fully enclosed areas below the BFE +3, a statement that the design will provide for “equalization of hydrostatic flood forces” in accordance with Section 2.6.1.2, ASCE 24.
- For dry flood-proofed nonresidential buildings, a statement that the dry flood-proofing is designed in accordance with ASCE 24.

Information Required, VE Zones:

- The elevation of the bottom of the lowest horizontal structural member.
- A statement that the building is designed in accordance with ASCE 24, including that pile or column foundation and building are designed to be anchored to resist flotation, collapse and lateral movement, and meet other load requirements in Chapter 16.
- Breakaway walls must be designed to resist a normal load of not less than 10 pounds per square foot, or more than 20 pounds per square foot, and documents must reflect this in accordance with ASCE 24.
- Electrical, mechanical and plumbing system components shall not be mounted on or penetrate through exterior walls that are designed to break away under flood loads.

Information Required, All Zones:

- Wood shall be pressure-preservative treated in accordance with AWPA C1, C2, C3, C4, C9, C15, C18, C22, C23, C24, C28, P1, P2 and P3, or the wood shall be decay-resistant heartwood of redwood, black locust, or cedar.

An Elevation Certificate is Required at Three Points of a Project:

- Prior to construction, with figures based on construction drawings (Construction Drawings);
- Once within seven days of the first floor (Building Under Construction); and
- After construction is completed but prior to the final inspections (Finished Construction).

Important Points to Consider:

1. A permit will not be granted without an elevation certificate; and
2. A certificate of occupancy will not be granted without the final elevation certificate.
3. An elevation certificate form (with instructions) can be found online via FEMA’s web site: <https://www.fema.gov/media-library/assets/documents/160?id=1383>

City of Myrtle Beach Floodplain Coordinator:
Emily Hardee 843-918-1163 or ehardee@cityofmyrtlebeach.com



Single-Family Dwellings and Additions Submittal Requirements

NOTE: All single-family dwellings are reviewed using the International Residential Code (IRC) 2015 standards (with modifications).

Plan Submittal Requirements:

- If property is commercial, multifamily and/or oceanfront single-family construction, refer to the Community Appearance Board (CAB) approval process procedures prior to submittal located on the City's website at www.cityofmyrtlebeach.com.
- Plans that are **not** required to be presented to the CAB can be dropped off between the hours of 8:00am and 4:30pm Monday through Friday. If submitting by mail, please send to the address on the cover page.
- Current CAB applicants must submit **all revised items** by 4:00pm on the Monday prior to the CAB meeting date. CAB revisions **will not** be accepted on the CAB meeting day. CAB plan revisions received after 4:00pm on Monday prior to the CAB meeting date will require a new application form to be submitted for the next scheduled CAB meeting.
- All plans must be submitted through the plans expeditor. Applicants may arrange a pre-application meeting through the plans expeditor.
- An SC licensed general contractor must perform the work on residential structures when the cost of the project exceeds \$5,000. Please inquire about licensing at the time of application.
- If the contractor has not been chosen by the time of plan submittal, it can be provided at the time of permitting. An approximate value of the project is required on the permit application at the time of plan submittal.
- All plans must go through the departmental plan review and each submittal will be treated equally. Please allow 5-10 business days for review. During the review if staff finds additional approval is required from SCDOT, DHEC, OCRM, Standard Code Board, Board of Zoning Appeals, Planning Commission, and or City Council, it may delay the permit approval.
- All fees will be due at the time of permitting (permit fee, plan review fee, water & sewer application fees, and Business License fees). Acceptable forms of payment are cash, check, Visa, or Mastercard.
- All revisions must be accompanied by a transmittal letter stating revised page(s) and description of the revision. Please cloud all revisions on plans. Individual revised sheets may be changed out of original plans, by the applicant, if desired. If submitting by mail, please submit complete plans.
- Submit three sets of drawings which must be sealed & signed by an Engineer or Architect legally registered by the State of SC.

Requirements of minimum standards for complete construction drawings and specifications for most building projects (new construction, additions and/or alterations) is listed below. Based on the complexity of the project, more information may be necessary. Provide a completely filled out permit application and **three sets of plans collated, bound, and rolled into sets**. All submittals must have all required paperwork and items. Incomplete submittals will not be accepted.

Exterior Elevations

- Any exterior modifications must have CAB approval before starting work for oceanfront new construction single family; refer to the CAB Submittal Requirements for further details.
- Exterior elevations are not required for non-oceanfront new single-family construction or modifications, although views from all sides is required.
- Indicate vertical dimensions and from grade to top of foundation, finished floors, attic and highest point of roof
- Show all openings, components, exterior finish materials, exterior stairs, decks, etc and identify all materials.

Landscape Plan, Survey and/or Site Plan Requirements

- Tree survey drawn to the same scale as the site plan in accordance with Zoning Code Section 902.H.
- Survey not more than six (6) months old, signed and sealed by a SC registered land surveyor or civil engineer. The survey must include:
 - Current tax map number
 - Tax map number, Subdivision Name, lot, block and section
 - Footprints and elevations of any structures, decks, secondary buildings, fences or other tangible items drawn to scale (1" = 20')
 - Driveway cuts and dimensions
 - Proposed water meter and sewer location
 - Include drainage flow direction arrows, roof downspouts and associated piping, adjacent roads, ditches, pipelines, culverts, any existing and proposed watercourse, wetland, swales, pipes, catch basins, etc.
 - Elevations of the center of the road, existing and proposed, of all corners at 25-foot intervals along and 5 feet beyond each property line, and at any distinguishing feature on or off site that could in any way impact storm water flow from the property.
 - Flood zone lines, if applicable. If the property is in a flood hazard zone, the proposed elevation of the lowest finished floor or the bottom of the lowest horizontal support member, depending on the flood hazard zone.
- Proposed site plan, drawn to a scale of at least **1 inch = 20 feet** indicating all existing features on the parcel which are to be retained, proposed structures (including FFE of building, zoning code Section 1702.A.) and improvements, driveways and utility services.

Cover sheet details for full construction plans should include the following:

- Project Identification and address
- Title block showing owner, project address and location map
- Listing of design professional
- The prime professional who is responsible for project coordination.
- Gross building area, height and number of stories (on elevated structures, indicate any enclosed area, storage and/or parking areas used under structure.)
- Design criteria list
 - Code compliance statement stating plans are designed in conformance with the 2015 IRC, IMC, IPC, 2009 IECC and 2014 NEC.
 - Former use of building and proposed use; label existing use and proposed work to be done
 - Occupancy category
 - Component Importance Factor

- Square footage of building space
- Type of construction
- Interior finish classification
- Occupancy load; show calculations on plans
- Indicate if building has a fire sprinkler system
- Wind, seismic, live loads etc.
- Protection of openings to show design pressure rating of windows and doors on plan
- Roof systems and coverings
- Light and vent calculations
- Windborne debris protection by one of the following for enclosed design buildings:
 - a. Plywood panels, provided window does not exceed one sheet size
 - b. Impact resistant glazing
 - c. Storm shutters must be tested to the standard for ASTM E1996 & ASTM E1886.

Foundation plan

- Foundation plan including Finished Floor Elevation (FFE)
- Provide geo-technical assumptions used for foundation design
- When fill or unstable soils are present provide geo-technical criteria or soil reports used for foundation design.
- Show complete foundation and/or any spot or continuous footings.
- Show size, locations, thickness, materials strengths and reinforcing.
- Show imbedded anchoring such as anchor bolts, hold-downs, column base plates etc.
- Pile foundations showing layout, material specifications and bracing.

Floor plan

- Floor plan including cross-section of walls
- Chimney and fireplace details
- Total square footage
- Provide gross floor area for each floor
- Stairway details
- Indicate all floors including grade level parking or storage
- Label all rooms, with their proposed use, overall dimensions and locations of structural elements and openings.
- Indicate all required life safety elements to include all areas requiring fire separation
- Show egress paths and travel distances & distance apart of exit doors or exit access doorways on plan.

Framing plan

- Indicate primary structural member size, methods of attachments, location and materials for floors and roofs. Provide basic design criteria and material specifications.
- Provide material specifications and grades for wood structural panels, studs, headers, joists, trusses etc.
- Specify corner bracing, shear wall lengths, fasteners, hold-downs, high wind connectors, spacing and location.
- If roof is stick built on site, a roof framing plan designed by an engineer is required.
- Any items not specified in the plans, incorrectly installed or changed by the contractor discovered on framing inspections will require amendment by an engineer. The job will be stopped until corrected.

Building sections and wall sections

- Indicate materials to be used in construction including interior and exterior finish materials.

- Indicate fire rated assemblies; provide specific UL designs, specify fire stopping and draft stopping.
- Decks and stairs – provide construction details of stairs, rise/run, treads, guardrails, handrails and clearances.
- Show guardrail detail for guardrails on the 1st and 2nd stories within 10’ of pool.
- Stem wall foundations or masonry walls; provide construction requirements.
- Indicate locations of required insulation and R-factors.
- Wood structural nailing or screwing schedules; include roof, floors, exterior sheathing.
- Hurricane connectors, hold-downs, strapping etc.

Heating, ventilation, and air conditioning

- Show location(s) of HVAC unit(s), size of unit(s) heat & return air runs and show fire dampers in rated walls.
- Show location of air handler and size of units(s).

Electrical system

- Indicate on plans the location of all electrical devices, fixtures, receptacles, circuits, grounding etc.
- Show the location of all electrical panels and sub-panels.
- Show detail of seismic bracing for emergency or standby systems and electrical equipment.

Plumbing system

- Indicate on plans fixtures, piping, materials and sizes.
- Show detail of seismic bracing for water heater, boiler etc.

Energy Code Compliance

All building permit applications must be accompanied by documentation demonstrating compliance to the 2009 IECC. In accordance with the IECC, the following items must be shown on all building plans for new construction and heated additions:

- Total building performance
- Energy analysis and supporting documentation shall be prepared by a registered design professional and submitted with plans
- Fenestration calculations showing U values for each window and door on window and door schedule
- Air leakage
- Sealing of the building envelope
- Outdoor air intakes and exhaust openings
- Loading dock weather seals
- Loading dock weather seals
- Vestibules
- Recessed luminaries
- Building mechanical systems (show SEER or performance required of each piece of equipment; HVAC system controls HVAC equipment efficiencies, including make, model number, and SEER rating.
- Duct and plenum insulation and sealing R-value of all insulation in floor systems, walls, attics, and crawl spaces.
- Solar Heat Gain Coefficient (SHGC) for all windows and doors.
- Piping insulation
- Place statement on plans: Upon final inspection the design professional shall provide evidence of system completion
- Minimum efficiency of and controls for water-heating equipment and insulation of hot water piping
Electrical power and lighting systems

Additional items that may apply:

1. If located in a flood zone, an elevation certificate is required for submittal.
2. It is the responsibility of the property owner and/or an authorized representative to ensure that any installed driveway complies with all City of Myrtle Beach Codes and Policies. Failure to comply will result in the disapproval of the driveway upon final inspection by the City Public Works Department. Furthermore, no approval will be granted until the driveway is in compliance.
3. The property owner may be permitted to beautify the portion of the public right-of-way abutting the property by the planting of grass when such does not interfere with the purpose of the City. In the context of this ordinance, "grass" is a narrow-leaved green herbage of the Gramineae family that does not exceed twelve inches 12" in height. The abutting property owner may be permitted to install a "breakaway" mailbox with supports no larger than four inches 4" by four inches 4", or a two-inch 2" diameter standard steel or aluminum pipe, buried no more than twenty-four inches 24" in the ground.
4. No person may build any structure(s) or modify the property in any manner such that it backs storm water up on another property or changes the flow of storm water runoff of another property. It is a violation of City Code if this project has a negative impact on adjacent properties regarding storm water runoff. Proper erosion control measures are required on each construction site such that soil or sand will not be transported off of the property by storm water runoff. These measures may include but are not limited to silt fences, rock check dams, undisturbed buffer, ground stabilization mats, grassing, etc. A silt fence must be installed around all disturbed property. The silt fence must be in compliance with the attached silt fence detail.

Required permits and licenses:

- A separate permit is required for fences, pools, any separate structures and dune walkovers.
- A separate permit is required for plumbing, electrical, heating & air and gas; only a contractor having a City of Myrtle Beach master tradesman card in their respective trade may perform work of these types in the City of Myrtle Beach.
- Additionally, the contractor must have a valid City of Myrtle Beach business license in order to operate in the City limits.
- A tree removal permit may be required for the removal of certain trees; contact the City's Landscaping Code Enforcement official if you have questions.

Prior to acceptance of a final inspection and/or issuance of a Certificate of Occupancy (CO), a certificate in compliance with section 401.3 of the IECC shall be permanently affixed to the electrical distribution panel and contain all information required by section 401.3

Myrtle Beach, South Carolina is in Climate Zone 3.

This information must be on the drawing documents not attached to plans.

The following Compliance statements must be on the drawings:

2009 International Energy Conservation Code

Statement of acknowledgement of duct sealing section 403.2.2.

Statement of acknowledgement of building envelope air tightness and insulation installation shall comply with one of the following option section 402.4.2.1 or 402.4.2.2.

Statement of acknowledgement of energy-conserving measures for pool per section 403.9.1 through 403.9.3

Envelope Summary		
List the R-Value for the following Components:		
Flat Ceiling/Roof:	Foundation Slab:	Basement Continuous:
Exterior Wall:	Cantilevered Floor:	Crawlspace Continuous:
Attic Kneewall:	Slope/Vault Ceiling:	Floors over Unconditioned Space:
Basement Stud Wall:	Above Grade Mass Wall:	Other Insulation:
Crawlspace Stud Wall:	Attic Kneewall Sheathing:	
Fenestration Components:		
Window U-factor:	Window SHGC:	
Skylight U-factor:	Skylight SHGC:	
Glazed Door U-factor:	Opaque Door U-factor (<50% glazed):	
Mechanical Summary		
Water heater energy factor: _____ Ef	Fuel type: <input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Other	
Number of heating and cooling systems: _____	Programmable Thermostats ____ Yes ____ No	
Heating system type (choose one):		
<input type="checkbox"/> Gas: _____ AFUE	<input type="checkbox"/> Air-source heat pump: _____ HSPF	
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Efficiency: _____	
Unit sizing per M1401.3 IRC manual J is included.		
Unit 1 ton _____ Unit 2 ton _____ Unit 3 ton _____ Unit 4 ton _____		
Miscellaneous		
<input type="checkbox"/> Wood-burning fireplace (Gasketed doors & outdoor combustion air)	<input type="checkbox"/> Lighting equipment (min. 50% of lamps shall be high-efficacy lamps).	
<input type="checkbox"/> Pool Heater switching	<input type="checkbox"/> Time switches	<input type="checkbox"/> Pool Covers
Air Sealing and Insulation Option (choose one)		
<input type="checkbox"/> Testing Option Blower door	<input type="checkbox"/> Visual Inspection	
Duct Sealing (choose one)		
<input type="checkbox"/> Post-Construction Test	<input type="checkbox"/> Rough-in Test	
Along with the Mandatory Requirements one of the following methods must be used (choose one)		
<input type="checkbox"/> Prescriptive Methods	<input type="checkbox"/> Simulated Performance Method (ie. ResCheck)	



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

Jhonthan 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



City of Myrtle Beach
Ordinance No. 2016-44
Exhibit H. Schedule of Building Permit Charges

(a) PERMIT FEES:

(i) Single-family construction; alterations of any structure, single-family or other:

<u>Total Valuation</u>	<u>Fee</u>
Less than \$1,000	No permit required.
\$1,000 to \$5,000	\$50.00
\$5,000 to \$25,000	\$50.00 for the first \$5,000 plus \$5.00 for each \$1,000, or fraction thereof, over \$5000.
\$25,000 to \$150,000	\$175.00 for the first \$25,000 plus \$4.75 for each \$1,000, or fraction thereof, over \$25,000.
\$150,000 to \$250,000	\$769.00 for the first \$150,000 plus \$4.50 for each \$1,000, or fraction thereof, over \$150,000.
\$250,000 to \$750,000	\$1,244.00 for the first \$250,000 plus \$4.25 for each \$1,000, or fraction thereof, over \$250,000.
\$750,000 to \$5,000,000	\$3,619.00 for the first \$750,000 plus \$4.00 for each \$1,000, or fraction thereof, over \$750,000.
Over \$5,000,000	\$23,806.00 for the first \$5,000,000 plus \$3.00 for each \$1,000, or fraction thereof, over \$5,000,000.

(ii) All other permits for new construction:

Permit fees	\$0.30 per square foot
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(b) MANUFACTURED HOME PERMIT FEES

Base	\$35.00
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(c) TRADE PERMIT FEES

Trade permits are required in addition to the permit fees of (a) & (b) herein above.

MECHANICAL PERMIT

\$2,000 and less	\$35.00
Over \$2,000	\$35.00 plus \$2.00 for each \$1000, or fraction thereof, over \$2,000.

PLUMBING PERMIT

Base Fee	\$25.00
Per Fixture	\$2.50
Sewer	\$5.00
Vacuum Breaker	\$2.50
Grease Trap	\$5.00

GAS PERMIT

Base	\$25.00
Per Appliance	\$2.50

ELECTRICAL PERMIT

Base	\$25.00
Temporary Service Pole	\$10.00
Residential Service	\$10.00
Commercial Service	\$25.00
Each Sub-panel	\$10.00
Per 110 volt outlet	\$0.20
Per 220/440 volt outlet	\$2.00

(d) MOVING OF BUILDINGS OR STRUCTURES

For the moving of any building or structure, the fee shall be One Hundred Fifty Dollars (\$150.00).

(e) DEMOLITION OF BUILDINGS OR STRUCTURES

For the demolition of any building or structure, the fee shall be One Hundred Fifty Dollars (\$150.00).

(f) RE-INSPECTION FEES

All re-inspection fees will be One Hundred Dollars (\$100.00), which shall be paid before the re-inspection is made.

(g) PENALTIES

Where work for which a permit is required by this code is started or proceeded prior to obtaining said permit, the fees herein specified shall be doubled; but the payment of such double fee shall not relieve any persons from fully complying with the requirements of this code in the execution of the work nor from any other prescribed penalties

(h) PLAN-CHECKING FEES

When a plan is required to be submitted a plan-checking fee shall be paid at the time of permitting. The plan-checking fee shall be equal to 60% of the building permit fee as determined in accordance with sub-section (a) herein above. Such plan-checking fee is in addition to the building permit fee. In the event of excessive (8 or more) plan resubmissions, a \$150 fee will be incurred.

(i) SIGN PERMIT FEES

Permit fees for signs shall be calculated in accordance with sub-section (a) herein above. Plan-check fees for all sign permit applications shall be \$15.00 per sign.

(j) PARKING LOTS, DRIVEWAYS AND ASSOCIATED LANDSCAPING PERMIT FEES

The permit fee for development of a parking lot or driveway that is not associated with any other building development will be based on the contract value of the developed lot, including all landscaping, and be determined in accordance with sub-section (a) herein above. Plan-check fees will be 60% of the permit fees.

(k) COMMERCIAL STORMWATER REVIEW FEE

Commercial projects that require a stormwater plan review will be charged \$250.00.



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 #		
Architect/Engineer		Mailing Address			Phone		
					City License #		
					State 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><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></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)



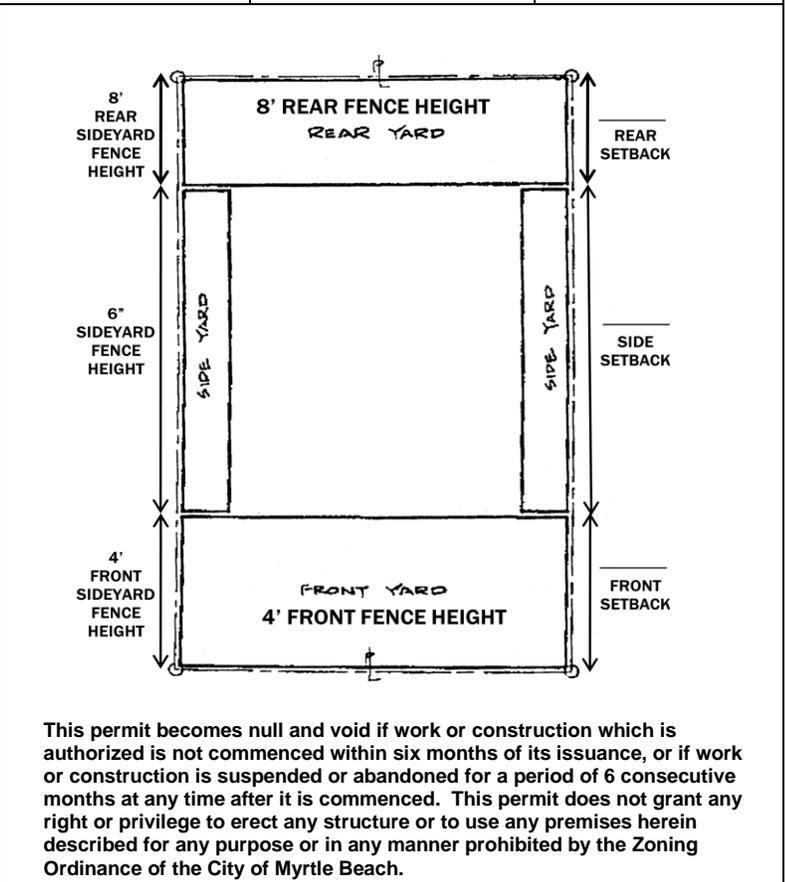
CITY OF MYRTLE BEACH CONSTRUCTION SERVICES DEPARTMENT FENCE PERMIT APPLICATION

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"/>	



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.

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		

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**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 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 #	
						State License #		State License #	
Architect/Engineer		Mailing Address				Phone			
						City License #		City License #	
						State 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 #			
<p>UTILITIES & SITE PERMITS DO NOT COVER THE REMOVAL OF PROTECTED TREES UNLESS APPROVED BY THE CONSTRUCTION SERVICES DEPARTMENT AND SPECIFIED ON THE PERMIT.</p> <p>Please check all that apply:</p> <p><input type="checkbox"/> No trees located on site; tree statement provided.</p> <p><input type="checkbox"/> Protected tree survey required/submitted.</p> <p><input type="checkbox"/> If protected trees will be impacted, mitigation or approved landscape plan submitted.</p> <p><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></p>									
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
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.

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
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 1/8th 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.)