



Building & Zoning Department
843-913-6111
843-913-6341 Permit & Inspection Line

TOWN of SURFSIDE BEACH
Inspection Requirements

The following must be **on site** before a **Footing Inspection** will be performed.

- Job site box
- Approved construction drawings
- Roster card
- Portable toilet
- String lot lines/setback pins so inspector can check setbacks
- Termite approval or sticker
- Approved construction entrance
- Silt and erosion controls – **NOTE: Silt fence must be installed and properly maintained at all times.**
- Debris control – **NOTE: Debris must be removed daily or dumpster placed on site**

If in a Flood Zone the following must be completed **before** the **1st floor framing and before and A Rough In Inspection will be scheduled:**

- BFE marked
- Building Under Construction Elevation Certificate (turned in to Building Dept. before rough frame inspection will be scheduled.**

The following must be **on site** before a **Rough In Inspection** will be performed.

- Approved building and site plans
- Roster card
- Engineered roof truss plans
- Engineered floor truss plans

The following must be **completed and turned into the Building Department before a Final/Meter Inspection** will be scheduled.

- Engineered roof and floor truss package sheets
- 5 copies of stamped As-Built Survey verifying building locations, trees, impervious coverage, building height, green space, parking etc. (approved by PB&Z and recorded in the Horry County Register of Deeds).**
- Non-Conversion Agreement & Affidavit (Flood Zone Properties only) Must be notarized and Recorded in the Horry County Register of Deeds.**
- Sewer and water sticker on meter base
- Roof letters on shingle installation **(on letterhead)**
- Roof Letter on sheathing/nailing pattern **(on letterhead)**
- Termite letter
- Completed Surfside Beach Roster Card
- Final Stormwater Inspection approval **(R-2, R-2, C-1, C-2 & C-3 property)**
- Driveway approval by SCDOT & Public Works for state and Public Works only for town roads
- Finished Construction Elevation Certificate, with color pictures (Flood zone property only)**
- Dumpster Pad Inspection **(commercial only)**

The following must be **completed and turned into the Building Department before a Certificate of Occupancy Inspection** will be performed.

- Hurricane panels and attachments

