



## Town of Surfside Beach Moving Permit Requirements - Policy and Procedures

### **To move a structure out of the town limits, please provide the following:**

1. Completed permit application. Provide the SCDOT moving permit with application.
2. Either a SC Licensed Residential Homebuilder or a Licensed General Contractor must perform the work and call for all inspections. All bonding should be in order for Workman's Compensation and Liability Insurance. Any contractor must have a town business license.
3. A plumber (licensed in the Town of Surfside Beach) must cap water and sewer lines. If plumber is unable to locate the sewer connection then they will need to contact the Grand Strand Water & Sewer at (843) 443-8200.
4. Contact Santee Cooper for instructions when disconnecting the electrical service.

### **To move a structure into the town limits, please provide the following:**

1. Completed permit application.
2. Foundation drawings – Engineered by a South Carolina Licensed structural engineer. If located in a special flood hazard area there are additional requirements. Contact the Planning, Building and Zoning Director with any questions at 843-913-6354.
3. Photographs of all elevations.
4. Plumbing, mechanical, and electrical must be brought up to the 2012 International Residential Code (IRC) and/or 2012 International Building Code (IBC). All subs/trade contractors must have a Town of Surfside Beach business license.
5. Either a SC Licensed Residential Homebuilder or a Licensed General Contractor must perform the construction and call for all inspections. All bonding should be in order for Workman's compensation and Liability Insurance. Any contractor must have a town business license.
6. Three (3) sets of Stormwater plans with Narratives
7. Application for zoning approval with #1 Stormwater Impervious Surface Calculations Worksheet 1 & 2 Lot area occupied by buildings/landscaping worksheet.
8. Stormwater Practices Permanent Maintenance Covenants – Recorded in Horry County Courthouse
9. Stormwater Drainage Easement & Affidavit – Recorded in Horry County Courthouse
10. Two (2) site plans/lot surveys to include building locations and data from the information grid.
11. Two (2) tree protection plans that identify the location, size and species of existing trees and trees targeted for removal. When new plantings are required, plan shall denote the location, size and species of all trees to be planted on the site.
12. Copy of recorded subdivision. (if applicable)
13. Driveway encroachment permit application.
14. Grand Strand Water & Sewer receipt.
15. Construction Drawings Elevation Certificate (If structure is to be located in a Flood Zone)
16. Flood Hazard Area Addendum (if structure is to be located in a Flood Zone).



## **Town of Surfside Beach**

### **Moving Permit Requirements - Policy and Procedures**

#### **Permit Refusal**

If the opinion of the Public Works Director, the moving of any building will cause serious injury to persons or property or serious injury to the streets or other public improvements, or the building to be moved has deteriorated more than fifty (50%) percent of its original value by fire or other elements, or the moving of the building will violate any of the requirements of the town codes or the zoning regulations, the permit shall not be issued and the building shall not be moved over the streets. Any building being moved for which a permit was granted shall not be allowed to remain in or on the streets.

#### **Site Cleaning/Grading Bond Required**

The applicant shall be liable for the cleaning and grading of the vacated lot within seven (7) days of the building removal. Such cleaning and grading shall be in a manner, which insures that, the health, safety and welfare of the public is maintained. In addition, the persons desiring to move a building or the owners of the real property from which the building is moved, shall execute a bond in the form of a Certified Check or Cashier's Check payable to the Town of Surfside Beach in the amount of \$1000.00 to insure faithful performance on the part of the applicant/owner that the lot is cleaned and graded. The lot must also be sodded or hydro-seeded with a silt fence installed to prevent and eliminate erosion. This silt fence must be maintained in place until the lot has a vegetative cover of at least 70%. The requirement for hydro-seeding or sodding may be waived by the Director of Planning, Building & Zoning if the applicant demonstrates that redevelopment of the property will begin within 3 (three) months of issuance of the moving permit.

#### **Hold Harmless Agreement**

The mover shall indemnify and hold harmless the Town of Surfside Beach, its officers, agents, and employees from all suits, actions or claims of any character brought for or on account of any injuries to, death of, or damage received by any person or persons. This also applies to any property damage resulting from the operations of the mover, any of his agents or his employees engaged in various operations under this permit.

#### **Liability Insurance**

The Town shall, as a condition precedent to the issuance of a house moving permit, require the applicant to provide proof of automobile liability insurance. The applicant shall provide the Town a certificate of insurance evidencing coverage for all owned, hired and non-owned vehicles to be involved in the move. The policy shall provide a combined single limit (CSL) of liability of \$1,000,000. for property damage and bodily injury and include endorsements naming the Town of Surfside Beach as an "additional insured" and that the Town shall be provided thirty (30) days prior written notice of policy cancellation.

#### **Indemnification**

By signing the application the applicant agrees to indemnify and hold the Town of Surfside Beach free and harmless from and against any and all claims, suits, damages, losses, penalties, fees and cost arising out of any and all activity undertaken pursuant to the issuance of a house moving permit. Further, the applicant shall undertake to defend the same and pay all attorneys' fees attendant thereto.



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### **Utility Company Notice**

It is the responsibility of the owner or moving company to notify the telephone, electrical and cable television companies and any others whose property may be affected by the move of the entire building or parts thereof. Routes of travel, start time and travel time must be provided to the above mentioned entities.

### **Public Safety Requirements**

The Town of Surfside Beach Police Department and Public Works Department shall be notified proper to removal of any building from its present location. **Route of travel, time of travel must be provided to insure proper public safety and must be approved by both departments prior to a moving permit being issued.**

**Public Works Department shall be notified 24 hours in advance of a house move at 843-913-6360 to enable staff to be present during the move.**

If any state highways are involved with the move, a South Carolina Department of Transportation permit is also required.

The undersigned hereby understands all the policies and procedures involved in the moving of a building or parts of a building into or within the boundaries of the Town of Surfside Beach and certify that the above and attached statements submitted are true and correct. Any actions or deviations from the herein prescribed policies and procedures will result in the appropriate legal action.

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Signature of Agent/Moving Company

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Date

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Signature of Applicant

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Date



**Town of Surfside Beach  
Moving Permit Requirements - Policy and Procedures**

**HOUSE MOVING BOND AGREEMENT**

**PROJECT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

I have read and understand that a bond of one thousand dollars (\$1000.00) in the form of a Certified Check or Cashier’s Check payable to the Town of Surfside Beach must be executed. This bond is to insure faithful performance on the part of the owner/applicant that the properties will be restored to meet compliance. The Applicant shall be responsible for the cleaning and grading of the vacated lot(s) within seven (7) days of the building removal. Such cleaning and grading shall be in a manner that insures the health, safety and welfare of the public is maintained. During the course of demolition, all construction materials must be kept wet at all times to prevent dust from leaving the site. Once the building has been demolished or moved, all debris must be immediately cleared and the lot(s) must be cleaned. In addition, the lot(s) will be required to be sodded or hydro-seeded with a silt fence installed to prevent and eliminate any erosion. After completion of the project, a final inspection will be performed. Once approved, the one thousand dollar bond (\$1000.00) shall be refunded to either the owner or applicant.

\_\_\_\_\_  
Owner/Representative

\_\_\_\_\_  
Permit Number

\_\_\_\_\_  
Date

**Bond Refund by mail  or pickup**

***Bond Refund Payable to:***

***Printed Name and Signature (if check is picked up)***

\_\_\_\_\_  
*Company or Person*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*City, State, Zip*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Contact Phone Number*



## Town of Surfside Beach Moving Permit Requirements - Policy and Procedures

### MOVING PERMIT APPLICATION

Date of Application: \_\_\_\_\_

Present Street Address of Building to be Moved				Zoning District	Flood Zone
Legal Description	Lot#	Block	Subdivision/Section	TMS#	
Owner of Property			Mailing Address	Phone	
Contractor (Moving Company)			Mailing Address	Phone	
				Town License #	
				State License #	
Extreme Dimensions	Exact Length	Exact Height	Exact Width		
Approximate Moving Date	Approximate Moving Time	Will the building be moved outside of the town limits? YES No (if moving into town additional information required).			
Describe the Exact Route to be Taken (Use back if necessary)					
Moving Company State Permit #			Bond Amount of <b>\$1000.00</b>	<b>Received By:</b>	
			Received YES <input type="checkbox"/> NO <input type="checkbox"/>		
<p><b>Notice</b></p> <ol style="list-style-type: none"> <li>1. 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.</li> <li>2. 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.</li> <li>3. 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 or the Towns Code of Ordinances.</li> </ol> <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	
Company			Email address		
<b>PROJECT COORDINATION</b>					
<b>Department</b>	<b>Approved By</b>			<b>Date of Approval</b>	
Planning, Building & Zoning					
Police					
Public Works					