



Planning, Building & Zoning Department
NEW CONSTRUCTION/ADDITIONS REQUIREMENTS

Must Be Submitted at Plan Review:

Forms can be printed from www.surfsidebeach.org

Date Received

- Building Permit Application
Two (2) sets of building plans(3) if commercial project)
2009 International Energy Conservation (Information must be on the cover sheet of plans)
Manual J
Egress chart from window manufacturer
Application for Zoning Approval with # 1 Stormwater Impervious Surface Calculations Worksheet 1 &2 Lot Area Occupied by Buildings / Landscaping Worksheet
Two (2) lot surveys (3) for commercial - lot surveys to include building locations, topography of lot and at least 20 ft. into the surrounding lots, and data from the information grid.
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 & species of all trees to be planted on the site.
Copy of recorded sub-division (if applicable)
Three (3) sets Stormwater plan and narrative (all properties)
Stormwater Practices Permanent Maintenance Covenants (recorded with Horry County for all additions and new construction)
Stormwater Drainage Easement & Affidavit (recorded with Horry County for all additions and new construction)
Grand Strand Water & Sewer receipts
Driveway Encroachment Permit application (Town or State, whichever applies must include survey of property)

Horizontal lines for date entry corresponding to each list item.

FLOOD ZONE PROPERTY ONLY:

- Construction drawing Elevation Certificate (with Expiration date of 11/30/2018)
Flood Hazard Area Addendum

Horizontal lines for date entry corresponding to flood zone items.

I understand the process for obtaining a building permit may take up to 2 weeks. IF plans require revisions to be made, I further understand the re-review process can take up to another 2 weeks to be approved.

Contractor/Responsible Party

Date

After the permit has been issued certain information must be submitted and approved **BEFORE** inspections can be scheduled:

**Before Footing Inspection the following must be submitted:**

- Compaction Test – (all properties)** – ensuring compaction meets Building Code requirements.
- Compaction test (Flood properties)** – certified by a registered professional engineer for “designed and compacted fill” that meets the criteria of (1) Section 1803.5.8 and Section 1804.4 of the International Building Code, (2) Section 2.4 of ASCE 24, or (3) their equivalent); and must be on fill that has appropriate protection from erosion and scour

**After footing/before any additional inspections**

- Foundation /current conditions survey** – survey shall have foundation and current topography information (including 20’ into the surrounding lots and data from the information grid.

**Before Rough-In inspection will be scheduled - (Flood zone properties only)**

- Building Under Construction Elevation Certificate (with **Expiration date of 11/30/2018**)

**All of the items below must be Submitted / Completed before Meter Inspection will be scheduled:**

- Engineered roof and floor truss package sheets (**Must be on site at rough frame inspection**)
- Roof letter on sheathing / nailing pattern (**on letterhead**)
- Roof letter on shingle installation (**on letterhead**)
- Termite letter
- Inspection for Open trench (stormwater)

**All of the items below must be submitted / Completed before final C/O Inspection will be scheduled:**

**In a Flood Zone:**

- Finished Construction Elevation Certificate, with color pictures (**with Expiration date of 11/30/2018**)
- \*Non-conversion Agreement & Affidavit. (**Must be notarized and recorded with Horry County before Final will be scheduled**).
- Completed Surfside Beach Roster Card
- \*5 copies of stamped As-Built Survey verifying building locations, trees, impervious coverage, green space, building height flood zone information and a statement of the property owner’s responsibility for maintenance of the onsite stormwater management facility **Survey must be recorded with Horry County before Final will be scheduled.**
- \*5 copies of stamped "as-built" plan (based on field inspections), signed and sealed by a registered professional, to be submitted upon completing of the stormwater management facilities included in the Stormwater Management and Sediment Control Plan. The registered professional shall state that:
  - (1)The facilities have been constructed as shown on the "as-built" plan; and
  - (2)The facilities meet the approved stormwater management and sediment control plan and specifications or achieve the function for which they were designed.
- Final Stormwater Inspection Approval
- Driveway approval by SCDOT & Public Works for state roads and Public Works only for town roads
- Energy Certificate (building envelope/duct/ceiling)

**Outside of the Flood Zone:**

- Engineer letter (on letterhead) certifying all new structures (**not located in a special flood hazard area**)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 adjacent grade of the lot. Final site grading shall insure that ponding of stormwater will not occur beneath the building, nearer than three feet from the building's perimeter or any mechanical or electrical equipment.
- Completed Surfside Beach Roster Card
- \*5 copies of stamped As-Built Survey verifying building locations, trees, impervious coverage, green space, building height flood zone information and a statement of the property owner’s responsibility for maintenance of the onsite stormwater management facility **Survey must be recorded with Horry County before Final will be scheduled.**
- \*5 copies of stamped "as-built" plan (based on field inspections), signed and sealed by a registered professional, to be submitted upon completing of the stormwater management facilities included in the Stormwater Management and Sediment Control Plan. The registered professional shall state that:
  - (1)The facilities have been constructed as shown on the "as-built" plan; and
  - (2)The facilities meet the approved stormwater management and sediment control plan and specifications or achieve the function for which they were designed.
- Final Stormwater Inspection Approval
- Driveway approval by SCDOT & Public Works for state roads and Public Works only for town roads
- Energy Certificate (building envelope/duct/ceiling)

**\* As built survey and As built Stormwater survey can be combined on one survey. (Engineer must sign survey)**

I understand items listed above **shall** be submitted to the Planning, Building & Zoning Department and approved by the department prior to above mentioned inspections being scheduled. Once the information is approved by the department the inspection must be scheduled 24 hours in advance of the inspection being made.

Contractor/Responsible Party

Date