



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

**NEW CONSTRUCTION/ADDITIONS REQUIREMENTS**

**MUST BE SUBMITTED AT PLAN REVIEW:**

\*Forms can be printed from [www.surfsidebeach.org](http://www.surfsidebeach.org)

- \*Building Permit Application
- \*Application for Zoning Approval
- Two (2) sets of building plans
- Two (2) site plans / lot surveys to include building locations, data from the information grid and all existing trees with a 8" diameter notated
- Additional set of building & site plans (**commercial construction only**)
- \*Landscaping & Lot Coverage Worksheet
- \*Impervious Surface Calculations Worksheet
- Construction drawing Elevation Certificate (**flood zone property only**)
- \*Flood Hazard Area Addendum (**flood zone property only**)
- Egress chart from window manufacturer
- Three (3) sets Stormwater plan and narrative (**R-2, R-3, C-1, C-2 & C-3 property**)
- Stormwater Drainage Easement & Affidavit (**Notarized and Recorded with Horry County**)
- \*Driveway Encroachment Permit application (**Town or State, whichever applies**)
- Grand Strand Water & Sewer receipts
- \*IECC Zone 3 or 3A Requirements
- Manual J
- Copy of recorded sub-division (**if applicable**)
- Building Dept will schedule a pre-construction picture inspection at time of permit issuance.
- Notes:

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**Must be Submitted / Completed before Final/Meter Inspection will be scheduled:**

- Building Under Construction Elevation Certificate (**flood zone property only**)
- Truss package sheets (**Engineered roof and floor**)
- Roof letter on sheathing / nailing pattern
- Roof letter on shingle installation
- Termite letter
- Notes:

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**Must be Submitted / Completed before Certificate of Occupancy inspection will be scheduled:**

- Completed Roster Card
- Stamped As-Built Survey verifying building locations, trees, impervious coverage, green space and building height.
- Final Stormwater Inspection
- Driveway approval by SCDOT & Public Works for state roads and Public Works only for town roads
- Finished Construction Elevation Certificate, with color pictures (**flood zone property only**)
- Dumpster Pad Inspection (**Commercial only**)
- Notes: \_\_\_\_\_

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STAFF USE ONLY:

\_\_\_ 911 ADDRESS FORM                      \_\_\_ C/O & PERMIT TO HORRY COUNTY

\_\_\_ C/O, PERMIT, & SANITATION SERVICE REQUEST FORM TO FINANCE DEPT.

DATE: \_\_\_\_\_