



Planning, Building & Zoning Department
Accessory Structure Permit Submittal Requirements

Must Be Submitted Before Plan can be reviewed:

Forms can be printed from www.surfsidebeach.org

A **Survey** must be submitted by owner or applicant. The following must be indicated:

- ❑ Exact location, dimensions and setbacks of all existing and proposed buildings and all impervious surfaces on the lot (i.e. patios, sidewalks, driveways, etc.).

In addition to the survey, the following must be submitted.

- ❑ **If accessory structure is over 120 sq. ft. but not more than 200 sq. ft.** a letter from a SC licensed engineer must be submitted with the application stating the proposed accessory structure will not have an adverse impact on the surrounding properties.
- ❑ **If accessory structure is over 200 sq. ft.** Three (3) sets of full stormwater plans designed by a SC licensed engineer must be submitted with application.
- ❑ Stormwater Impervious Surface Calculations worksheet must be completed with all existing and proposed buildings and impervious surfaces on the lot (i.e. patios, sidewalks, driveways, etc.).
- ❑ Stormwater Practices Permanent Maintenance Covenants (**recorded with Horry County**)
- ❑ All accessory structures/garages must have an engineered plans if over 200 sq. ft.
- ❑ Elevation Certificate (if building is located in flood zone and the value exceeds \$3000.00)

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



Planning, Building & Zoning Department
 115 Hwy. 17 N.
 Surfside Beach, SC 29575

Phone: 843-913-6341
 Fax: 843-839-0057
www.surfsidebeach.org

ACCESSORY BUILDING PERMIT APPLICATION

A current survey is required for all accessory building structure permits. Other plans shall be determined by the Zoning Administrator and or Code Official. See Section 17-408 for setback requirements.

PROPERTY STREET ADDRESS: _____ PIN# _____

OWNERS NAME: _____

OWNER'S ADDRESS: _____ CITY, STATE, ZIP: _____

PIN OR TAX MAP NUMBER: _____

CONTRACTOR'S NAME: _____ PHONE #: _____

CONTRACTOR'S MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTRACTOR'S EMAIL ADDRESS: _____

CONTRACTOR'S STATE LICENSE #: _____ TOWN BUSINESS LICENSE #: _____

VALUE OF CONSTRUCTION: \$ _____ (MUST INCLUDE LABOR, MATERIALS & PROFIT)

FLOOD INFORMATION: FLOOD ZONE: _____ ELEVATION CERTIFICATE SUBMITTED? _____

Any detached accessory structure, the cost of which is greater than three thousand dollars (\$3,000.00), must comply with the elevated structure requirements of subsections 14-18(2) and (5), or constructed completely of flood-resistant materials.

PROPOSED WORK: _____ Detached Garage/Carport _____ Storage Building

Gross square footage: _____ Height from Grade: _____ Location on property: _____

FILL CERTIFICATION (REQUIRED)

(REQUIRED) PURSUANT TO SC CODE SECTION 6-29-1145 is this tract or parcel by any recorded covenant that is contrary to, conflicts with or prohibits the activity described in this permit? YES _____ NO _____ NOT APPLICABLE _____

It is understood and agreed by the undersigned that the issuance of this permit grants the Code Enforcement Official(s) access to the property as listed above and it does not constitute a privilege to violate any town ordinance, codes or regulations and that any omission or misrepresentation of facts or changes from this application or permit without the approval of the Building & Zoning Department shall constitute sufficient grounds for revocation of any permits issued.

I further understand I have a right to appeal any decision made by the Zoning Administrator and/or the Building Official regarding this application to the Board of Zoning Appeals and/or the Construction Board of Appeals, applications for appeals are located at the Planning, Building & Zoning Department or on our website at www.surfsidebeach.org Appeals must be submitted no more than 15 days after decision of the department. All permits are non-transferable and non-refundable.

 Signature of Applicant

 Date



FILL COMPOSITION CERTIFICATION

I, _____ am the _____ contractor _____ approved agent for contractor _____ Owner
(Print full name)

For property located at (address): _____ TMS# or PIN# _____

THE PROPOSED SCOPE OF WORK IN CONNECTION WITH THIS PERMIT APPLICATION IS:

____ NEW SINGLE FAMILY RESIDENCE ____ NEW DUPLEX ____ NEW TOWNHOUSE
____ NEW COMMERCIAL ____ NEW MULTI-FAMILY ____ OTHER: _____

NO FILL WILL BE ADDED TO PROPERTY

FILL IS PROPOSED/WILL BE ADDED TO THE ABOVE PROPOSED PROJECT

Section I **REQUIRED:** When fill is being placed on a lot in a Special Flood Hazard Area (SFHA).

An applicant shall prove through engineering analysis that fill is the only alternative to raising the building to at least three (3) feet above the base flood elevation, and that the amount of fill used will not affect the flood storage capacity or adversely affect adjacent properties.

- Fill used to support structures must be certified by a registered professional engineer for "designed and compacted fill" that meets the criteria of (1) Section 1803.5.8 and Section 1804.5 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.
- Fill slopes shall be no greater than two (2) horizontal to one (1) vertical. Flatter slopes may be required where velocities may result in erosion;
- The use of fill shall not increase flooding or cause drainage problems on neighboring properties.

Section II **REQUIRED:** Any lot in town located in Zone X, X shaded, or AE flood zones where fill has been added. (Coastal A and VE zones do not allow fill).

Non-commercial lots located in the X, X shaded and AE flood zones shall have an average grade of all adjacent lots. A foundation/current conditions survey shall be provided and approved prior to the foundation being poured or piers being filled prior to additional inspections being performed. Adjacent lot grades shall be measured at a minimum of 20 feet into all adjacent lots.

Definition: Fill dirt (also called clean fill, or just fill) is earthy material which is used to *fill* in a depression or hole in the ground or create mounds or otherwise artificially change the grade or elevation of real property.

This requirement shall not apply to Designated Coastal "A" Zones, V, and VE zones as no fill shall be allowed for structural support in these Special Flood Hazard Areas (SFHA). Only non-compacted fill may be used around the perimeter of a building for landscaping/aesthetic purposes provided the fill will wash out from storm surge, thereby rendering the building free of obstruction prior to generating excessive loading forces, ramping effects, or wave deflection. See Section 14-22 (6) for complete requirements.

I understand I am responsible for submitting the required paperwork from a SC Engineer as stated in Section I above *and* a "foundation/current conditions" survey as stated in Section II. I further understand the survey required in Section II must be submitted and approved prior to the foundation being poured or piers being filled.

Signature of responsible Party

Date

Town of Surfside Beach

#1 – Stormwater Impervious Surface Calculations

Date: _____ Contractor/Owner _____

Property Address: _____ Building District: _____

1. Maximum Impervious Coverage per District: R-1 = 40% R-2 = 45% R3 = 50%

IMPERVIOUS SURFACE: Any material placed on or above the earth which substantially reduces or prevents the natural percolation of water. Examples include but are not limited to structures including roof, parking areas, driveways, sidewalks, patios, decks, sport courts and concrete pool decks.

*Note: Approved pavers, manmade ponds and pools are **NOT CONSIDERED** impervious surfaces.*

$$\text{Lot Width} \text{ _____ ft. x Length } \text{ _____ ft.} = \frac{\text{ _____ sq. ft.}}{\text{1a Lot Square Footage}} \times (.40, .45 \text{ or } .50) = \frac{\text{ _____ sq. ft.}}{\text{1b Impervious Coverage Allowed}}$$

2. Impervious Surfaces

a) Lot area occupied by buildings:

b) Other impervious surfaces:

(Do not include surfaces in town right of way)

House _____ sq. ft.	Driveway _____ sq. ft.
Garage(s) _____ sq. ft.	Walkway(s) _____ sq. ft.
Porch(s) _____ sq. ft.	Concrete Patio(s) _____ sq. ft.
Shed(s) _____ sq. ft.	Stone Walls _____ sq. ft.
Covered Deck _____ sq. ft.	Concrete Pool Deck _____ sq. ft.
Covered Patio _____ sq. ft.	Other: _____ sq. ft.
Other Structures: _____ sq. ft.	Other: _____ sq. ft.
TOTAL 2a: _____ sq. ft.	TOTAL 2b: _____ sq. ft.
(Lot area occupied by buildings)	(Other impervious surfaces)

c) Total Impervious Coverage: Add 2a + 2b = _____ sq. ft.

Divide the above amount by the lot square footage to calculate the percentage of impervious coverage. **Total Impervious Percentage = _____**

I certify that all the forgoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

Contractors/Owners Signature

Date

OFFICE USE ONLY

Approved Denied

NOTES: _____

**Town of Surfside Beach
Accessory Building Calculations**

Date: _____ Contractor/Owner _____

Property Address: _____ Building District: _____

Maximum Accessory Building Coverage: 20% of any required rear yard

Rear Lot Width _____ ft. x Rear Length _____ ft. = _____ sq. ft. x (.20) = _____ sq. ft.
(Rear Lot Square Footage) (Size of accessory building(s)/use(s) allowed)

Total Square Footage of Proposed Accessory building: _____

Total Square Footage of Existing Accessory buildings: _____

Total: _____

I certify that all the forgoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

Contractors/Owners Signature

Date

OFFICE USE ONLY

Approved Denied

NOTES: _____

Sec. 17-408. - Accessory buildings and uses in residential districts.

Customary residential accessory buildings and uses shall include but not be limited to the following:

- (1) Shed or tool room, including prefabricated structures. Shipping containers, tractor-trailer containers, and other structures that have an original intended purpose other than as a residential storage structure are not allowed as an accessory use.
- (2) Children's playhouse and play equipment.
- (3) Private kennel for not more than three (3) dogs, four (4) months of age or older.
- (4) Private bathhouse, cabana, or tennis courts for tenants of principal buildings.
- (5) Noncommercial greenhouse not over eight (8) feet in height.
- (6) Laundromats in multifamily development for the exclusive use of the tenants.
- (7) Accessory dwelling units or garage apartments in designated districts only.

Customary accessory buildings and uses in residential districts are permitted provided they are located in rear yards and not closer than five (5) feet to any property line, as measured from the closest point of the structure. Accessory buildings and uses shall also comply with the setback from the intersecting street and not cover more than twenty (20) percent of any required rear yard.

Accessory buildings in residential districts must be no greater than fifteen (15) feet in height when located less than ten (10) feet from the property line. Accessory buildings shall not exceed a maximum height of twenty-five (25) feet when located a minimum of ten (10) feet from the property line.

Exceptions:

- (1) Satellite dishes less than thirty-nine (39) inches in diameter may be located on the structure and shall be exempt from this section provided all required setbacks are met.
- (2) Swimming pools may be located in side yards and not closer than five (5) feet to any property line. Residential pools do not count toward lot coverage for zoning purposes.
- (3) Private garages are permitted provided they observe the minimum yard setbacks for the district (see [section 17-303](#)) and they are located no closer to the front yard setback line than the principal structure. The garage is not to exceed eight hundred fifty (850) square feet or fifty (50) percent of the footprint of the principal residence. A garage area of four hundred (400) square feet is permitted regardless of the living area of the principal residence.

ACCESSORY STRUCTURES VALUED OVER \$3000. AND LOCATED WITHIN A SPECIAL FLOOD HAZARD AREA SHALL MEET THE FOLLOWING REQUIREMENTS:

Sec. 14-18. - Specific standards.

In all areas of special flood hazard AE zones where base flood elevation data has been provided, as set forth in section 14-4 the following provisions are required in addition to those set forth in Section 14-17 of this chapter:

- (2) a. New construction, addition and substantial improvement of any commercial, industrial, or nonresidential structure (including manufactured structures) shall have the lowest floor elevated no lower than three (3) feet above the level of the base flood elevation.
- b. A registered professional engineer shall certify that the standards of this subsection are satisfied. Such certifications shall be provided to the official as set forth in subsections 14-14(6) and 14-14(9). A variance may be considered for wet flood proofing agricultural structures in accordance with the criteria outlined Article II this ordinance. Agricultural structures not meeting the criteria of Article II must meet the non-residential construction standards and all other applicable provisions of this ordinance. Structures that are flood proofed are required to have an approved maintenance plan with an annual exercise. This local floodplain administrator must approve the maintenance plan and notification of the annual exercise shall be provided to it.

(5) Accessory structures located in Flood Zone. Any detached accessory structure, the cost of which is greater than three thousand dollars (\$3,000.00), must comply with the elevated structure requirements of subsections 14-18(2) and (5), or constructed completely of flood-resistant materials. When accessory structures of three thousand dollars (\$3,000.00) or less are to be placed in the floodplain, the following criteria shall be met:

- (a) Accessory structures shall not be used for human habitation (including workshop, sleeping, living, cooking, or restroom areas);
- (b) Accessory structures shall be constructed of flood-resistant material designed to have low flood damage potential;
- (c) Accessory structures shall be constructed and placed on the building site so as to offer the minimum resistance to the flow of floodwaters;
- (d) Accessory structures shall be firmly anchored to prevent flotation, collapse, or lateral movement of the structure;
- (e) Service facilities such as electrical shall be installed in accordance with subsection 14-17(4);
- (f) Openings to relieve hydrostatic pressure during a flood event shall be provided below the base flood elevation in accordance with subsection 14-18(4) (a); and
- (g) Accessory structures shall comply with town zoning regulations.
- (h) Accessory structures shall be prohibited in the V, VE, or V130 and Coastal A zone. Exception: Swimming Pools shall be allowed meeting Section 14-17(21) of this ordinance.