

WHAT IS THE PROCESS TO GET A BUILDING PERMIT?

1. A town building permit application must be completed and submitted to town hall for the Town of Briarcliffe Acres. Town Building Permit Application may be obtained at Town Hall or can be downloaded at <http://www.townofbriarcliffe.us> .
2. A review fee must be paid at the time of submittal of the application. The fees are shown in table below entitle “Permit Review Fees – Briarcliffe Acres”
3. The following must be submitted with a completed application
 - ❖ Provide dimensioned survey of the lot to be built on. Survey to show ground elevation at the building site. (Not required for remodeling or replacement)
 - ❖ Furnish a complete set of plans, including plot plan showing dimensioned location of building and accessory structures from lot lines.(Not required for remodeling or replacement)
4. If the town approves the application the customer should submit a Horry County Building Permit application, a copy of the town approval letter and any of the documentation and/or drawings required for permitting to Horry County Code Enforcement. A copy of the Horry County Building permit application may be obtained at 1301 2nd Ave. Conway, or downloaded at http://www.horrycounty.org/forms/code_enforce/PermitApplication.pdf or call (843) 915-5090.
5. Horry County will also require fees be paid as follows:
 - ❖ A plan review fee of ten (.10) cents per square foot must be paid when plans are submitted for review.
 - ❖ If the plans can be approved, the building permit will cost twenty-five cents (.25) per square foot when the permit is issued.
 - ❖ The minimum fee is fifty dollars (\$50).
 - ❖ Plan revisions will cost twenty-five dollars (\$25).
 These fees should be verified prior to submittal by calling Horry County Code Enforcement at (843) 915-5090.
6. If your structure will be located in a flood plain, a pre-construction elevation certificate will be required. Contact the Horry County Flood Plain Manager by calling (843) 915-5090 with any questions.
7. If someone other than the homeowner is doing the construction, a SC residential contractor’s license is required.
8. If the homeowner is listed as the contractor for construction of the home or addition, a Disclosure Form (recording documentation that the home was built by someone other than a licensed builder) must be completed and recorded with the Register of Deeds Office prior to issuance of the building permit. A Disclosure Form may be picked up at the Horry Code Enforcement Department.
9. If anyone other than the homeowner or contractor is picking up the permit, a notarized letter from the homeowner or contractor allowing you to obtain the permit is required.

WHAT ARE THE SPECIFIC PERMITTING REQUIREMENTS?

Single Family Residence

Any single family residence, regardless of size, as well as any associated structures exceeding 400 square feet will require two (2) sets of engineering design plans in accordance with the International Residential Code with original seal(s) (copies of plans are not acceptable). The plans shall include elevations, floor plan, foundation, and roof detail. Truss or stick built roofs will require details to be submitted with load and uplift location indicated on the plans for all types of foundations.

- ❖ Any plans showing a fixed staircase must include a floor plan showing square footage of the upper level.
- ❖ All 2nd story and above open decks must be engineered.
- ❖ Any new residence or remodeling of an existing residence that extends the conditioned square footage of a residence by 500 square feet or more, or adds a bedroom or a room with a door that could be used as a bedroom, or complete reconstruction of a residence, the owner must apply for a new septic permit from SCDHEC or from the appropriate Water and/or Sewer authority.
- ❖ For new construction, or addition, in excess of 1,000 square feet on any lot adjacent to a town lake, a vegetated buffer must be created or maintained for at least ten feet to the water's edge.

400 sq. ft. or Less Buildings

Construction drawings are not required to be engineered if your structure is 400 sq ft or less unless it is a single-family residence or in a VE Flood Zone. However, you will need to follow general requirements. **If structure is in a VE Zone, contact Horry County Flood Plain Manager for specific requirements.**

A site plan is not required for repairs and interior remodeling.

Permit Review Fees – Briarcliffe Acres		
New construction		\$100.00
Addition	\$10,000.00 or less	\$50.00
	Above \$10,000.00	\$100.00
Remodeling and Replacement		\$25.00
Accessory Building		\$25.00
Swimming pool		\$50.00
Demolition		\$25.00

***PENALTY FOR BUILDING WITHOUT A PERMIT *
 TOWN OF BRIARCLIFFE ACRES = 150% OF FEE.
 HORRY COUNTY BUILDING PERMIT = 200% OF FEE**

WHEN IS A BUILDING PERMIT REQUIRED?

A building permit is required for:

It shall be unlawful for any person to construct or improve any building at a cost in excess of five hundred dollars (\$500.00) (including materials and labor) unless an application has been filed with and a permit granted. Labor costs are based on what a licensed contractor would charge you for the work.

- ❖ Replacing windows, siding, or doors will generally require a building permit

A building permit is not required for:

- ❖ Alterations & repairs of less than \$500 value including labor
- ❖ Fences 6 ft. or less in height, *approval may be required by town please call*
- ❖ One story freestanding structures 120 sq ft or less unless in a flood zone
- ❖ Sidewalks or driveways not more than 30 inches above adjacent grade
- ❖ Painting, Wallpaper, Tile, Carpeting, Cabinets, Counter Tops
- ❖ Swimming pools less than 24" deep.
- ❖ Retaining walls less than 4' in height from bottom of footing to top of the wall, unless supporting a surcharge.
- ❖ Residential swings & playground equipment
- ❖ Shingles Only (no wood replacement)
- ❖ Window Awnings supported by exterior wall which do not project more than 54" from exterior wall.

**If you have a question whether or not a building permit is required please call:
(843) 915-5090**

EXPIRATION OF PERMITS AND/OR APPLICATIONS

Applications

An application shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a building permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and a justifiable cause demonstrated.

Building Permits

All building permits shall have an expiration date as follows:

- (1) If the work described in any building permit has not begun within six months from the date of issuance thereof, said permit shall expire.
- (2) If the work described in any building permit commences and then ceases for a period of 45 consecutive days, said permit shall expire.
- (3) If the certificate of occupancy is not issued within 18 months from the day the building permit is issued, said permit shall expire.

RESIDENTIAL PERMITTING PROCESS FOR BRIARCLIFFE ACRES

**Town of Briarcliffe Acres
Town Hall
PO Box 1250
North Myrtle Beach, SC 29598
Phone: (843) 272-8863
Fax: (xxx) xxx-xxx**

**Horry County Code Enforcement
Horry County Government & Justice Center
1301 2nd Ave. Suite 1D09
Conway, S. C. 29526
Phone: (843) 915-5090
Fax: 915-6090**