

Requirements and Special Conditions

All building permit requests must be submitted through the BS&A online portal found at cityofconway.com. All documents must be uploaded to the portal and a hard copy of the plans must be submitted or mailed to the building department office at 206 Laurel Street.

City's Mandatory Compliance

All construction must meet the requirements of all current state and local codes.

Commercial

Sewer tap, water tap and capital recovery fees must be paid at issuance of permit. Contact Public Utilities Director at (843) 248-1770.

Storm water run-off and tie-ins must be to the satisfaction of the Director of Public Works. Contact the director at (843) 248-1730.

The Building Department requires one (1) set of plans for each of the following:

Architectural Plans must be stamped and signed by a South Carolina registered architect on the following:

- Group assembly, educational, institutional occupancies, and hazardous use facilities regardless of size.
- Buildings three (3) or more stories in height
- Buildings over 5,000 square feet
- Architecture to show:
 - Door and window schedules
 - Handicap details
 - Fire-rated wall shown on floor plan
 - Type of construction shown on plan
 - Total square footage

Structural Plans to comply as follows:

- Must be stamped and signed by a South Carolina engineer.
- Anchor bolts detail must be shown with hurricane ties.
- Design loads must be shown – live, dead, wind and Seismic.
- Stair and railing details
- All zoning, parking, landscaping and appearances must be submitted as required by the City of Conway Planning Department.
- The general contractor, plumbing, mechanical, and electrical subcontractors must be properly licensed by the State of South Carolina. The general contractor and each subcontractor must obtain separate permits.

- All contractors and subcontractors must have a City of Conway Business License. To obtain this license you may contact the Business License Department at (843) 488-7631 or visit [here](#).

Residential

- All plans must be approved by Planning and Zoning.
- Residential dwellings are to be engineered by a South Carolina registered engineer.
- Residential buildings that house more than two (2) families require an architect.
- Any subdivision regulations such as zoning, parking, landscaping and appearance must be as required by the City of Conway Planning Department.
- The contractor, plumbing, mechanical and electrical subcontractors must be properly licensed by the State of South Carolina. All other subcontractors must be licensed as required by state law as well as properly licensed by the requirements of the City of Conway.
- Sewer tap, water tap and capital recovery fees must be paid at issuance of permit. Contact Public Utilities Director at (843) 248-1770.
- Storm water run-off and tie-ins must be to the satisfaction of the Director of Public Works. Contact the director at (843) 248-1730.

Flood Information: The City of Conway actively participates in the National Flood Insurance Program (NFIP) with updated ordinances to include the 2019 Revised Preliminary Flood Insurance Rate Maps (FIRM).

Robert Cooper, Chief Building Official, must review any project in a flood zone.