WELCOME! We are so glad that you've decided to open a business in the City of Conway!

STARTING A BUSINESS IN CONWAY, SOUTH CAROLINA

This booklet outlines the process for:
NEW CONSTRUCTION

Follow these instructions if you are constructing a new building or altering the footprint of an existing building.

The steps, which are detailed on the following pages, are as follows:

1. PLANNING DEPARTMENT – CONCEPTUAL REVIEW
2. PLAN SUBMITTAL
3. TECHNICAL REVIEW OF PLANS
4. COMMUNITY APPEARANCE BOARD
5. BUILDING PERMITS
6. CERTIFICATE OF OCCUPANCY
7. BUSINESS LICENSE

Telephone (843) 488-9888 FAX (843) 488-9890 www.cityofconway.com
STEP 1 - PLANNING DEPARTMENT – CONCEPTUAL REVIEW

1. Make an appointment with the Planning Director to discuss your business and intended location. (see Attachment A for address and phone number)
2. At this meeting, the Planning Director will verify that the intended use of your building meets the City’s Zoning Ordinance.
3. The Planning Director will go over the steps necessary to continue your application and answer any questions you may have.

STEP 2 – PLAN SUBMITTAL

1. Submit two (2) complete paper sets of plans and one digital set of plans to the Planning Department to initiate the Technical Review Process, Application (Attachment B), Request for Review of Intent to Develop (Attachment C), which requires an Intent to Develop Review Public Utility Fee of $450.00 and a Commercial Plan Review fee of $100.00
2. A complete set of plans must include the following:
   - SITE PLAN drawn to scale prepared by a design professional illustrating the location of all improvements and all proposed structures, including dumpster pads and specifications.
   - CURRENT SURVEY of the property prepared by a licensed surveyor.
   - TREE SURVEY of all trees protected by the Conway Preservation Ordinance. This includes all Live Oaks 8" + dbh (diameter at breast height – 3"), American Holly 8"+ dbh, Flowering Dogwood 4" dbh, Redbud 4"+dbh and all other trees 8" dbh. This survey must be prepared by a licensed surveyor.
   - LANDSCAPE PLAN prepared by a design professional illustrating the location of all areas to be landscaped; location of proposed new plant material; areas to remain undisturbed; material type and size at installation; installation specifications and other requirements of Article 9 of the Unified Development Ordinance.
   - IRRIGATION PLAN illustrating the placement of the proposed system on site.
   - DRAINAGE PLAN prepared by a licensed engineer illustrating existing elevations, proposed finished elevations, proposed direction of surface flow; sub-surface piping and structures; elevations of out-falls; retention and detention areas; all relevant calculations and specifications.
   - NPDES GENERAL PERMIT or exemption from the South Carolina Department of Health and Environmental Control, Office of Ocean and Coastal Resource Management (DHEC-OCRM).
   - SECTION 404 PERMIT or determination of no impact from the Army Core of Engineers for wetland alteration.
   - UTILITY PLAN illustrating the location of all existing and proposed on-site utilities; location of water and sewer tie-in; location of existing and proposed fire hydrants; all relevant calculations and specifications.

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www.cityofconway.com
• **LIGHTING PLAN** showing all street lights or other lighting features meeting the requirements of Section 6.6 of the Unified Development Ordinance.

• **GRAND STRAND WATER & SEWER AUTHORITY APPROVAL** or Bucksport Water and Sewer stating that service is available if the proposed project is outside the City of Conway water and sewer service districts.

• **PARKING PLAN** showing all required and provided parking for the development including ADA accessible parking and meeting Article 8 of the Unified Development Ordinance.

• **BUILDING ELEVATIONS** illustrating what the finished buildings will look like once constructed. If applicable, the design of the buildings must meet any Overlay standards contained in the Unified Development Ordinance. Article 6.3.1 must be complied with at a minimum.

**STEP 3 – TECHNICAL REVIEW**

1. The Technical Review Committee is comprised of representatives from the Planning, Building, Fire, Public Works and Public Utilities Departments.

2. All plans are collected by the Zoning Officer and distributed to the various members of the Technical Review Committee for review and written comments.

3. The Committee meets once monthly or as needed to review and discuss issues with submitted plans.

4. The Zoning Officer will collect all Committee feedback and email a list of comments and required revisions to the applicant.

5. **This process will continue until the plan receives approval from the entire Technical Review Committee.**

**STEP 4 – COMMUNITY APPEARANCE BOARD**

1. Any development or alteration to the exterior of a site or building in the Central Business District, the Wacceamaw River Districts or within the Main Street Corridor Overlay must receive approval from the Community Appearance Board.

2. The Community Appearance Board (CAB) is appointed by City Council and is comprised of residents and business owners in the City of Conway with various backgrounds including architecture, business, sign design, artistry, real estate, etc.

3. The CAB meets the 2nd and 4th Wednesday of every month at 4:00 p.m. in the City Hall Courtroom. A COMPLETE application must be submitted to the Planning Department no later than the Thursday prior to the meeting. (Attachment D)

4. A complete application to the CAB must include the following:
   - **ELEVATIONS** of the front, sides and rear of all proposed buildings drawn to scale
   - **ELEVATIONS** of any renovations and/or additions to an existing structure drawn to scale
   - **SITE PLAN** of the project drawn to scale

    Telephone (843) 488-9888    FAX (843) 488-9890
    www.cityofconway.com
• **LANDSCAPE PLAN**, including irrigation
• **SIGNAGE**, drawn to scale including color samples, materials, lighting plan and fonts
• **COLOR SAMPLES** of paint, brick, siding, shingles, etc. for exterior finish of the building
• **LIGHTING PLAN** of the site including specific proposed fixtures.

5. A **representative must be present at the meeting to have your request heard**. The Board may approve the plans as submitted or may make suggested revisions. The applicant must continue to appear before the Board until they receive final approval from the Board.

6. The Zoning Officer is available to answer any questions about the CAB process and to assist all applicants through this process.

**STEP 5 – BUILDING PERMITS**

1. Complete the building permit application (Attachment E) and submit two (2) sets of engineered construction plans to the Conway Building Official for review and approval. (See Appendix A for address and phone number). All construction may be subject to the use of an architect and/or structural engineer.

2. Pay building permit fee (Attachment F) and utility tap fee. Utility tap fees vary based on the type and size of the business. Please contact Public Utilities Director James Friday to obtain a utility tap fee quote (see Appendix A for phone number). Bring receipt of payment of both fees to Building Permit Clerk. **PLEASE NOTE:** The general contractor and any subcontractors working on construction must obtain a business license prior to beginning work within the corporate limits of Conway. They may obtain this license directly from the Business License office.

3. Permit is issued and construction can begin.

4. Commercial buildings will require building, plumbing, mechanical and electrical permits that must be obtained by each subcontractor.

5. Inspections will be required as each building step is completed, i.e., footings, foundations, slab plumbing, floor framing, nailing, framing, rough electrical, mechanical and electrical, and insulation, etc. Requests for inspections must be called in 24 hours in advance.

6. In order to receive temporary power on the building, the following must be submitted to the Building Department: list of subcontractors, roofing verification, termite pre-treatment letter and truss engineering certification.

**STEP 6 – CERTIFICATE OF OCCUPANCY**

1. On site inspections will be completed by the following Departments:
   • Building Department to ensure building completion satisfies building codes.
   • Planning Department will ensure exterior of building, parking layout and landscaping has been installed according to approved plans.
   • Public Works Department will ensure drainage, dumpster pads, pavement, and sidewalks have been installed according to approved plans.

Telephone (843) 488-9888       FAX (843) 488-9890
www.cityofconway.com
• Public Utilities to ensure utilities have been properly installed.
• Fire Department will ensure building completion satisfies all applicable fire
codes. The Fire Department will also ensure that a key box has been installed.
If the tenant of a newly constructed structure changes the locks to the
building, they are required to provide updated keys to be placed in the key box
for the Fire Department.

**STEP 7 – BUSINESS LICENSE**

1. Apply for a Business License at the City Hall Annex located on Second Avenue.
2. The following must be submitted to apply for a business license:
   • Business License Application (Attachment G)
   • Business License Fee (Attachment H)
   • Certificate of Occupancy
3. Business license is issued.

The following attachments should include all the necessary paperwork and
application forms as well as fee structure for opening your business. Also attached
is a list of staff and contact numbers for those involved in the business license
process. Please feel free to contact any member of the staff of the City of Conway.

*We look forward to working with you!*

Telephone (843) 488-9888    FAX (843) 488-9890
www.cityofconway.com
## APPENDICES

<table>
<thead>
<tr>
<th>IMPORTANT PHONE NUMBERS</th>
<th>ATTACHMENT A</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLAN SUBMITTAL APPLICATION</td>
<td>ATTACHMENT B</td>
</tr>
<tr>
<td>INTENT TO DEVELOP APPLICATION</td>
<td>ATTACHMENT C</td>
</tr>
<tr>
<td>CAB APPLICATION</td>
<td>ATTACHMENT D</td>
</tr>
<tr>
<td>BUILDING PERMIT APPLICATION</td>
<td>ATTACHMENT E</td>
</tr>
<tr>
<td>BUILDING PERMIT COMMERCIAL FEES</td>
<td>ATTACHMENT F</td>
</tr>
<tr>
<td>BUILDING PERMIT FEE CHART</td>
<td>ATTACHMENT F</td>
</tr>
<tr>
<td>BUSINESS LICENSE APPLICATION</td>
<td>ATTACHMENT G</td>
</tr>
<tr>
<td>BUSINESS LICENSE FEES &amp; RATE CLASS</td>
<td>ATTACHMENT H</td>
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**CITY OF CONWAY**

**IMPORTANT PHONE NUMBERS and ADDRESSES**

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Department</td>
<td>(843) 488-9888</td>
</tr>
<tr>
<td>206 Laurel Street</td>
<td></td>
</tr>
<tr>
<td>Building Department</td>
<td>(843) 488-9888</td>
</tr>
<tr>
<td>206 Laurel Street</td>
<td></td>
</tr>
<tr>
<td>Department Public Works</td>
<td>(843) 248-1730</td>
</tr>
<tr>
<td>Department Public Utilities</td>
<td>(843) 248-1770</td>
</tr>
<tr>
<td>Fire Marshal</td>
<td>(843) 248-1726</td>
</tr>
<tr>
<td>Business License Department</td>
<td>(843) 248-1781</td>
</tr>
<tr>
<td>1000 Second Avenue</td>
<td></td>
</tr>
</tbody>
</table>
CITY OF CONWAY
PLANNING DEPARTMENT
206 LAUREL STREET
CONWAY, SC 29526

Date: ___________________________

Applicant's Name: ____________________________________________________________

Telephone: __________________________________________________________________

Property Address: ____________________________________________________________

Subdivision: _________________________________________________________________

Zoning: _______________________________________________________________________

TMS: _______________________________________________________________________

Action Requested:

- [ ] Resurvey of an existing lot
- [ ] Minor Subdivision (up to 5 lots) - no new road __________ Number of lots ($20.00 + $5.00 per lot)
- [ ] Minor Subdivision (up to 5 lots) - new road created) ________ Number of lots ($20.00 + $5.00 per lot)
- [ ] Preliminary Major Subdivision (over 5 lots)_______ Number of lots ($200 +$12.00 per lot)
- [ ] Preliminary Subdivision Resubmission
- [ ] Final Subdivision Plat for Recording
- [ ] Rezoning ($250.00)
- [ ] Sketch Plan Review – Major Development
- [ ] Appeal of City Planner ($100.00)
- [ ] Variance ($100.00)
- [ ] Commercial Review ($100.00)
- [ ] Commercial Review Revision ($50.00 per revision)
- [ ] Utility – Intent to Develop Review ($250.00)
- [ ] As-Built Approval
- [ ] Street Dedication
- [ ] Easement Dedication
- [ ] Planned District ($2,500.00)
- [ ] Planned District Amendment ($500.00)
- [ ] Multifamily ($200 + $2.00 per unit)
- [ ] Other: __________________________________________________________________

Staff Use only

Date Received: ___________________________ By: ___________________________
For review by: __________________________ Fee Paid: _______________________
CITY OF CONWAY
REQUEST FOR REVIEW OF INTENT TO DEVELOP

Purpose: Information from developer concerning proposed project

PROPOSED PROJECT NAME: ________________________________

NAME OF DEVELOPER OR DEVELOPMENT FIRM: ________________________________

PROPERTY OWNER(S): ________________________________

S.C. LICENSED ENGINEER OR ENGINEERING FIRM: ________________________________

SYSTEM EXTENSIONS PLANNED:
WATER SEWER WATER/SEWER

LOCATION OF PROPERTY TO BE DEVELOPED:
Tax map and lot number; Subdivision name and lot number (if existing); Name and/or
Highway Number of adjacent streets and highways (attach general location map).

PRESENT ZONING DESIGNATION OF PROPERTY TO BE DEVELOPED

IS A ZONING CHANGE REQUIRED? YES NO (circle)

NATURE OF PROPOSED DEVELOPMENT:
Restaurant, Subdivision, Industry SIC, Condominium Project; (Describe in detail)
ATTACHMENT C

PROPOSED NUMBER OF EQUIVALENT UNITS TO BE SERVED ______________________

______________________________

ALL INDUSTRIAL USERS MUST DESCRIBE IN DETAIL THE QUALITY AND QUANTITY OF WASTE TO BE DISCHARGED SUCH AS EXCESSIVE BOD LIMITS OR TOXIC WASTES

______________________________

______________________________

ATTACH A SIMPLE SKETCH PLAN OF PROPOSED PROJECT

CONSTRUCTION SCHEDULE:

ANTICIPATED START DATE: ______________________

ANTICIPATED COMPLETION DATE: ______________________

IF PROJECT IS TO BE PHASED, PLEASE LIST BELOW THE NUMBER OF UNITS TO BE CONSTRUCTED FOR EACH PHASE AND DATES PLANNED FOR THE START AND COMPLETION OF EACH PHASE.

______________________________

______________________________

* ALL FUTURE CORRESPONDANCE REGARDING THIS PROJECT SHOULD REFERENCE THE ABOVE INDICATED PROJECT NAME. IF A NAME CHANGE IS PLANNED, PLEASE NOTIFY THE CITY.
# City of Conway
## Community Appearance Board
### APPLICATION / CERTIFICATE OF APPROPRIATENESS

**City of Conway Planning Department**  
206 Laurel Street, 29526  
Phone: (843) 488-9888  
Conway, South Carolina  
Fax: (843) 488-9890  
www.cityofconway.com

<table>
<thead>
<tr>
<th>Property Address:</th>
<th>Project Type:</th>
<th>HDRD:</th>
<th>TMS#:</th>
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<tbody>
<tr>
<td>Review Request:</td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Conceptual</td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td>Final</td>
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<tr>
<td></td>
<td>Alterations / Additions</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>New Construction</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Signs</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Landscape</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Color Change</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Miscellaneous (Fencing, roofs, etc)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Demolition / Moving of Structure</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Repairs / Repainting with no Change</td>
<td></td>
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<tr>
<td></td>
<td>Appeal the Decision of Planning Staff</td>
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<table>
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<tr>
<th>Property Owner:</th>
<th>Daytime phone:</th>
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<tbody>
<tr>
<td>Applicant:</td>
<td>Daytime phone:</td>
</tr>
<tr>
<td>Applicant's mailing address:</td>
<td>Applicant's e-mail address:</td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Applicant's relationship:</td>
<td>Zip Code:</td>
</tr>
<tr>
<td>Owner</td>
<td>Design Professional</td>
</tr>
</tbody>
</table>

**Value of Project (As noted on Building Permit): $**

**In your own words, describe what you are requesting:**

---

**Submital Requirements: (See attached CAB Requirements)**

*Digital copies of all supporting materials must be submitted along with two hard copies:*

- Zoning approval obtained and/or initial TRC review completed
- Completed CAB application
- Two (2) copies of all relevant information (As deemed necessary by CAB and/or Planning Director)
- Site plans illustrating of existing structures and proposed new structures and/or additions
- Landscape plans illustrating the location of existing landscaping and proposed new landscaping:
- Building designs and facade drawings of the front, sides, and rear of all proposed new structures and/or facades proposed to be renovated
- Plans for existing signage and proposed new signage
- Color samples of paint, brick, shingles, siding
- Topographic surveys
- Tree surveys
- Lighting plans
- Specifications for miscellaneous architectural elements (lighting fixtures, hardware and finishes, etc.)

I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property or the authorized representative of the owner. I authorize the subject property to be inspected, and that all required material will be submitted to the City of Conway Planning Department no later than ten (10) days prior to the meeting date. The Community Appearance Board meets the second and fourth Wednesday of each month at 4:00 P.M. in City Hall, 229 Main Street. I understand that it is my responsibility to obtain all necessary approvals from other city departments, and that all zoning requirements must be satisfied prior to the project's being placed on a Community Appearance Board agenda. A REPRESENTATIVE MUST BE PRESENT AT THE MEETING TO HAVE YOUR REQUEST HEARD.

Applicant's signature: ___________________________ date: ________________

Print name legibly: ___________________________
REQUIREMENTS AND PROCEDURES

Sign Permit Procedures
Application to erect, alter, or relocate a sign shall be made to the City Planner upon a form provided by the City Planner and shall include the following information. Applicants shall submit two (2) copies of all relevant information as follows:

1. Name, address, telephone number, and signature of the owner of premises (and occupant if different) granting permission for the construction, maintenance, or display of the proposed signage.
2. Name, address, telephone number, and signature of sign contractor.
3. The approximate value of the project/sign to be installed, including the installation cost.
4. Two copies of a sketch or blue print of the proposed signage drawn to scale, showing elevations of the sign as proposed on the building facade, awning, or canopy. In the case of a freestanding sign, a sketch plan of the property drawn to scale illustrating the proposed location of the sign.
5. Specifications and scaled drawings showing the materials, design, dimensions, structural supports, and electrical components of the proposed sign.
6. Any other information, specifications, photographs, or the like deemed necessary by the Planning Department staff in order to assure compliance with requirements set forth herein.

New Construction/Additions/Alterations
Prior to the issuance of a zoning permit, applicants shall submit two (2) copies of all relevant information deemed necessary by the Community Appearance Board and/or the Planning Director in order for the Board to approve or deny the application. Relevant information may include but shall not be limited to:

1. Site plans illustrating the location of existing structures and proposed new structures and/or additions;
2. Landscape plans illustrating the location of existing landscaping and proposed new landscaping;
3. Building designs and facade drawings of the front, sides, and rear of all proposed new structures and/or facades proposed to be renovated;
4. Plans for existing signage and proposed new signage;
5. Color samples of paint, brick, shingles, siding, etc.;
6. Topographic surveys;
7. Tree surveys;
8. Lighting plans;
9. Specifications for miscellaneous architectural elements [lighting fixtures, hardware and finishes, etc.]

Definitions
A. Conceptual Review: Applicants are encouraged to meet with Planning Department staff prior to the preparation of working drawings and specifications. The purpose of the meeting shall be to familiarize applicants with the City of Conway Community Appearance Board and the design review standards. Applicants may meet with the Community Appearance Board for a tentative reaction to the general design concept of a proposed project.

B. Preliminary Review: The Community Appearance Board shall review each application to determine if it adheres to the design review criteria. If the design and materials are consistent with the design guidelines, the Board may grant final approval. If revisions are required, the applicant shall make the necessary revisions and submit them for a final review.

C. Final Review: Once the Community Appearance Board has determined that an application satisfies all design guidelines, the Board may approve the issuance of a COA (Certificate of Appropriateness).
City of Conway
Community Appearance Board
APPLICATION / CERTIFICATE OF APPROPRIATENESS

DESIGN REVIEW PROCESS AND FLOW CHART

BEGIN PROCESS

"CONCEPTUAL REVIEW"
Applicant Obtains Design Guidelines and Application
(or www.cityofconway.com)
then Complete Application

Meet with Planning Dept. Staff w/ Your Scope to Proceed

(If required) SUBMIT Application
Open twice each month.
To be placed on agenda 10 Days BEFORE
CAB's Historic Design Review
held 2nd or 4th Wed. of ea. month

Applicant Attends CAB
Historic Design Review on
2nd or 4th Wed. of Each Month
(Contact Website or Planning Dept. for info.)

COMPLETE
Obtain all Required Permits & BEGIN PROJECT

NOTE: Building Permits for ALL projects within a
Historic Design Review District Cannot be Issued
Without a Certificate of Appropriateness (COA)

"PRELIMINARY REVIEW"

APPLICATION APPROVED OR APPLICATION DENIED

APPROVAL

"FINAL REVIEW"

COA ISSUED!

COMPLETE

Obtain all Required Permits & BEGIN PROJECT

CONTINUED DENIAL

CAB decisions may be
Appealed to SC Circuit Court, Horw Co.
SC Code 6.30-900.
# Building Permit Application

Application and all required supporting materials must be completed prior to requesting a permit.

City of Conway Building Department
206 Laurel Street, 29526
Conway, South Carolina

Phone: (843) 488-9888
Fax: (843) 488-9890
www.cityofconway.com

<table>
<thead>
<tr>
<th>Address of Work Site:</th>
<th>TMS#:</th>
<th>Zoning:</th>
</tr>
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<tbody>
<tr>
<td>Owner of Property:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone #:</td>
<td>Fax #:</td>
<td></td>
</tr>
<tr>
<td>Contractor:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone #:</td>
<td>Fax #:</td>
<td></td>
</tr>
<tr>
<td>City Business License #:</td>
<td></td>
<td>State License #:</td>
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<tr>
<td>Architect/Designer:</td>
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<td>Phone #:</td>
<td>Fax #:</td>
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<tr>
<td>Engineer:</td>
<td></td>
<td></td>
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<tr>
<td>Phone #:</td>
<td>Fax #:</td>
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</tr>
</tbody>
</table>

**Type of Work**: New ☐ Addition ☐ Alteration ☐ Repair ☐ Move ☐ Remove ☐ Other ☐

Commercial ☐ Residential ☐ Other ☐

**Explain Work Specifically**:

Signature of Contractor or Authorized Agent
Print Name ________________________________

Signature of Owner (if Builder)
Print Name ________________________________

**Is RESIDENCE 50 years or older? _____**
A print out, available from the Horry County Register’s Office, is required as proof of age.

**VALUATION OF WORK**: $ ______
Valuation on Building Permits will be calculated by Building Department. Separate permits may be required. Subcontractor information must be provided.

**NOTE**: ALL SEWER & WATER FEES MUST BE PAID PRIOR TO THE ISSUANCE OF PERMITS ON NEW CONSTRUCTION.

<table>
<thead>
<tr>
<th>Approvals</th>
<th>Building Permits $</th>
<th>Zoning</th>
<th>Type of Const.</th>
<th>Occupancy Group</th>
<th>Total Sq. Ft</th>
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<tbody>
<tr>
<td>Building Permit</td>
<td></td>
<td></td>
<td># Stories</td>
<td># Dwelling Unit</td>
<td># Bedrooms</td>
</tr>
<tr>
<td>Electrical Permit</td>
<td></td>
<td></td>
<td># Bathrooms</td>
<td>Elec. Amp</td>
<td>HVAC</td>
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<tr>
<td>Plumbing Permit</td>
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<td>Flood Elevation</td>
<td>Fire Sprinklers</td>
<td># of Seats</td>
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<tr>
<td>Mechanical Permit</td>
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<td></td>
<td>Date Issued</td>
<td>Issued By</td>
<td>Permit #</td>
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<tr>
<td>Gas Permit</td>
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<td>Permit Amt $</td>
<td></td>
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<tr>
<td>Sign Permit</td>
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<tr>
<td>Plan Review Fee</td>
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<tr>
<td>Fire Sprinklers</td>
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<td>Other</td>
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</table>

Total Amount Due

APPENDIX E
## CITY OF CONWAY
### Fees - Commercial

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
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<tbody>
<tr>
<td>Building</td>
<td>$.30 x total square footage for permit cost plus trade permits</td>
</tr>
<tr>
<td>Electrical</td>
<td>$50. for first $5000. Then fee chart.</td>
</tr>
<tr>
<td>Plumbing</td>
<td>$50. for first $5000. Then fee chart.</td>
</tr>
<tr>
<td>Mechanical</td>
<td>$50. for first $5000. Then fee chart.</td>
</tr>
<tr>
<td>Gas</td>
<td>$50. for first $5000. Then fee chart.</td>
</tr>
<tr>
<td>Plan Checking</td>
<td>One half permit fee</td>
</tr>
<tr>
<td>Preliminary Review</td>
<td>$100. plus standard plan review fee.</td>
</tr>
<tr>
<td>Change of Occupancy</td>
<td>$100.</td>
</tr>
<tr>
<td>Change of Tenant</td>
<td>$25.</td>
</tr>
<tr>
<td>Re-inspections</td>
<td>$35. after two failed inspections, first if not ready, must be paid before next inspection.</td>
</tr>
<tr>
<td>Moving of Buildings</td>
<td>$150.</td>
</tr>
<tr>
<td>Demolition of Buildings</td>
<td>$150.</td>
</tr>
<tr>
<td>Sewer</td>
<td>$30. for existing buildings.</td>
</tr>
</tbody>
</table>

**Penalties:** Work for which a permit is required by this code is started or in progress prior to obtaining said permit, the fees herein specified shall be **DOUBLED**, but the payment of such double fees shall not relieve any persons from fully complying with the requirements of this code in the execution of the work.
CITY OF CONWAY
FEES – RESIDENTIAL

Building $65.00 per square foot valuation

Electrical $50.00 up to 200 amps, then .25 per amp

Plumbing $45.00, plus $2 per fixture

Mechanical $35.00, up to 2 ton and then $7.50 per ton

Gas $25.00, plus $2.50 per each appliance

Plan Checking One half permit fee

Re-inspection $35.00, after two failed inspections, first if not ready, must be paid before next inspection

Moving of a Building $150.00

Demolition of Building $150.00

Remodel and Additions same as new construction

Private Garages $33 per square foot valuation

Storage Buildings $0.30 x total square foot

Porches and Decks $0.25 x total square foot

Pools Valuation from fee chart plus electrical fee

Sewer $30.00 for existing building

Penalties: The fee for work started prior to obtaining a permit (when required) shall be DOUBLED, but payment of double fee shall not relieve any persons from fully complying with the requirements of the code in the execution of the work.
# CITY OF CONWAY
## BUILDING PERMIT FEE CHART

<table>
<thead>
<tr>
<th>TOTAL VALUATION</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to $2,000.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>$2,001.00 up to and including $50,000.00</td>
<td>$30.00 for the first $2,000.00 plus $6.00 for each additional thousand or fraction thereof</td>
</tr>
<tr>
<td>$50,001.00 up to and including $100,000.00</td>
<td>$324.00 for the first $50,000.00 plus $5.00 for each additional thousand or fraction thereof</td>
</tr>
<tr>
<td>$100,000.00 and up to including $500,000.00</td>
<td>$574.00 for the first $100,000.00 plus $4.00 for each additional thousand or fraction thereof</td>
</tr>
<tr>
<td>$500,001.00 and up</td>
<td>$2,174.00 for the first $500,000.00 plus $3.00 for each additional thousand or fraction thereof</td>
</tr>
</tbody>
</table>
New businesses must obtain a business license prior to beginning operations. Business licenses expire on June 30 each year. Renewals must be paid in full on or before June 30 to avoid penalties.

**BUSINESS LICENSE APPLICATION**

1. Business name ________________________________

2. Owner, partner or corporation name ________________________________

3. Physical location of business ____________________
   (Street) ____________________ (City) ____________________ (State) ____________________ (Zip Code) ____________________

4. Mailing address (if different) ____________________
   (Street/Post Office Box) ____________________ (City) ____________________ (State) ____________________ (Zip Code) ____________________

5. Location of records ________________________________

6. Federal ID number ________________________________

7. Sales tax number ________________________________

8. Business Phone ________________________________

9. Home Phone ________________________________

10. Cell Phone ________________________________

11. Fax Number ________________________________

12. Email address ________________________________

13. Type of Ownership.
   - Sole Proprietor ____________________
   - Corporation ____________________
   - Partnership ____________________
   - Other ____________________

14. Type of Business (check all applicable)
   - Retail ____________________
   - Coin Machine ____________________
   - Service ____________________
   - Wholesale ____________________
   - Admissions ____________________
   - Insurance ____________________
   - Contractor ____________________
   - Hospitality ____________________
   - Other ____________________
   - Accommodations ____________________

15. Main Business (IE: Retail: Furniture Sales).

16. Business Owner, Partners or Officers. (Continue on back if necessary).
   Name: ____________________ Address ____________________ % Ownership ____________________
   Name: ____________________ Address ____________________ % Ownership ____________________

17. Did you buy this existing business __Yes ___No
   Name of previous owner ____________________ Present address ____________________

18. Estimated gross receipts through next June 30 (Contract amount if contractor) ____________________

19. Fee calculation: Minimum of $_______ for first $_______ plus $_______ for each additional $1000.00. ____________________

20. Total fee due: $_______ Form of payment _______Cash _______Check _______Visa _______ MasterCard _______

21. Is your business within the city limits of Conway? __Yes ___No
   - I understand that City ordinance provides for penalties and license revocation for making false or fraudulent statements in this application.
   - I understand that all applications for Business Licenses are subject to applicable City codes and ordinances.
   - I certify that all information on this application including any attachments is true and correct to the best of my knowledge.

   ____________________ ____________________ ____________________
   Signature Title Date

Completed applications may be mailed to: City of Conway – P.O. Box 1075 – Conway, SC 29528-1075 – faxed to 843-248-1718 or delivered in person to our office at 1000 Second Avenue, Conway, SC. If you have questions, please call us at 843-488-7631.