

Steps to Obtain Commercial Building Permits

- **All plans must first be approved by the Planning and Zoning Department.**
- All commercial buildings must go through the Zoning Department prior to any correspondence with the Building Department. After the Zoning Department has approved all plans, you may then follow the steps listed on the residential listing.
- State laws governing contractor licensing must be adhered to **prior** to furnishing plans.
- Furnish one (1) set of architectural and engineered plans along with the permit application, and a list of subcontractors to the Building Department.
- Allow up to **two weeks** for review and approval of the plans by the Building Department. Some larger projects may take longer to review.
- Upon approval by the Building Department, you will be contacted that you may pick up your permit application, You will then take it to the Business License Department located in the City Hall Annex. You will pay for your city business license, if necessary, the permit application fee, and any water and sewer tap fees that may apply to your construction.
- Bring your receipts back to the Building Department, where your permit card will be issued.
- You must begin construction within six (6) months of obtaining the permit. After six (6) months, if you have failed to start construction, the permit will be null and void, and you will be required to apply for a new permit.

Grand Strand Water & Sewer System Construction Projects: The City of Conway requires that the sewer tap fee be paid, and the receipt brought to the Building Department **prior** to a permit being issued.