



Town of Atlantic Beach

Development Process Guide

The Town of Atlantic Beach is here to help property owners, future owners and developers understand how to get started with development and permitting. Development in the Town must follow local zoning regulations (called the Land Management Ordinance), the International Building Code and state requirements.

This guide outlines key steps to help you save time as you plan your project. Most projects will require help from a surveyor, engineer or architect or a firm that offers these services.

Please note that the following information is for guidance purposes only. The information here does not supersede the requirements of the Land Management Ordinance, International Building Code, or any State permitting process.

Step 1: Check Property Title and Restrictions

Make sure the property has clear ownership and look for any deed restriction or covenants.

Step 2: Obtain a Land Survey

A survey will show your property lines, existing buildings, utilities, trees over 6" or greater in diameter, and the natural topography/ grade of your land. Contact a local surveyor or engineer for help and pricing.

Step 3: Know your Zoning

Zoning rules tell you what you can build on your land and set standards for things like lot size, setbacks, height and open space.

You can request a Zoning Determination Letter from the Town if you want to confirm what's allowed on your property before starting a project.

Want to do something your Zoning does not allow?

If the current zoning of your property does not allow the type of use or development you're planning, you may apply for a rezoning.

The rezoning process includes:

- Submitting a rezoning application
- A public hearing
- Review by the Planning Commission and Town Council
- A final decision by the Town Council
- The request will be evaluated based on whether it aligns with the Town's Comprehensive Plan and overall goals for future development.

General Development Guidance

In addition to local zoning and building review, your project may require approvals from other agencies. These commonly required items are detailed below:

SCOOT - Encroachment Permit

Required for driveway locations connecting to state-maintained roads

SCDES - NPDES General Permit

- Required for sites disturbing 1 acre or more
- For sites under 1 acre:
 - Submit Notification Form D-0451 with a simplified site plan
 - If within ½ mile of a coastal receiving waterbody, contact SCDES or Coastal Bureau for further review

SCDES - Bureau of Coastal Management - Coastal Zone Consistency Certification

SCDES reviews for impacts to wetlands, cultural resources, state endangered/ threatened species, and shellfish beds.

SCDES - Bureau of Coastal Management - Critical Area Permit (Beachfront Property)

SCDES reviews for impacts to dunes and beachfront and any areas within the SC Beachfront Jurisdictional Lines.

City of North Myrtle Beach - Water & Sewer Permit

- If you are connecting to the City of North Myrtle Beach water system, applicants must coordinate directly with the City to determine water tie-in requirements and obtain any necessary permits.
- Contact the Public Works Department at (843) 280-5560 or visit nmb.us for current procedures and forms.

SC Aeronautics Commission - Land Use Compatibility Review

- The Town must submit all new construction projects for review
- Evaluates potential conflicts with the North Myrtle Beach Airport
- Focuses on land use compatibility and building height

Town of Atlantic Beach - Property Addressing

- Before building permits are issued, the Town coordinates E-911 addressing with Horry County
- Applicants do not need to contact the County directly



Development Review & Approval Process

Single-Family and Duplexes

This document outlines the required development process for new single-family and duplex residential projects within the Town of Atlantic Beach. Applicants must complete all required reviews, approvals, and permits before construction can commence.

Single-family and duplexes are only allowed in the R2 and MS1R zoning districts. *Single-family may be allowed in the WF1 district with approval of a Special Exception by the Board of Zoning Appeals.*

Pre-Submittal Steps

Before submitting your full plans, you may need to complete one or more of the following steps, depending on your property:

Pre-Application Conference

This meeting, which could be in person or via conference call, is to allow for initial discussion of the proposed project with the Town prior to the development of detailed plans. This is to discuss the project and verify the necessary applications.

Sketch Plan (Optional - \$250)

A sketch plan can help verify whether your proposed project generally complies with zoning requirements, such as setbacks, lot coverage and permitted use, before you fully invest in detailed plans. Sketch plans typically show existing and proposed buildings and general property lines. The Sketch Plan may also include utilities, trees and easements. If applicable, flood zones, shore protection line, and SC beach Jurisdictional Lines may also be shown for reference.

Subdivision or Combination Plat (If Applicable - \$250)

Required if your project involves:

- Combining multiple parcels into one lot, or
- Subdividing one parcel into two or more parcels
- This must be completed and recorded prior to submitting a building permit.

Step 1: Zoning Permit Application

The project will formally be reviewed for compliance with the Town's zoning ordinance as part of this process. The documents will be reviewed by Town's staff to ensure compliance.

What to Submit?

1. Zoning Application (per Art. III Sec. 5.3.322 of the Town's Land Management Ordinance)
2. Abbreviated Site Plan (per Art. III Sec. 5.3.325C of the Town's Land Management Ordinance) including site elements such as:
 - a) Layout of all proposed and existing structures;
 - b) Porches, stairs, driveways, pools and known accessory buildings;
 - c) Property lines, easements and utility connections; and
 - d) Clearly show required site information such as setbacks, lot width, lot size, building height, lot coverage, and open space.

How Many Copies?

Three (3) copies of the site plan and a digital copy of the submission documents, unless directed otherwise by the town.

Plan Review and Processing

1. Complete applications with abbreviated site plans are to be reviewed within 10 business days.
2. If any corrections are needed, comments are to be provided stating such. A follow-up submission of revised plans will be required to allow staff the opportunity to further review the plans.
3. Once all comments have been addressed, a Preliminary Zoning Permit will be issued (with or without conditions). This permit will indicate the next steps as part of the approval process. The building permit cannot be approved until a Final Zoning Permit has been issued.

Step 2: Other Potential Approvals & Steps

The following approvals and steps may be necessary prior to the issuance of a Building Permit. These should not be pursued until the development has a locally approvable site plan and, if applicable, a Stormwater Management Plan.

- SCDOT- Encroachment Permit
- SCDES - NPDES General Permit (verification of exemption)
- SCDES - Bureau of Coastal Management - Coastal Zone Consistency Certification
- SCDES - Bureau of Coastal Management - Critical Area Permit (Beachfront Properties only)
- City of North Myrtle Beach - Water & Sewer Permit
- SC Aeronautics Commission - Land Use Compatibility Review by Town (via CLUEtool)
- Town of Atlantic Beach - Property Addressing (911 Addressing)

Step 3: Zoning Permit Issued

Once all conditions have been met and all other required permits have been submitted to the Town, a Final Zoning Permit will be issued. This Zoning permit will be required prior to the issuance of the building permit.

Step 4: Building Permit

Once all Town approvals and required state permits are in hand, you may apply for your building permit.

What to Submit?

1. Residential Building Permit Application
2. Building Plans (per required building code)

Building Permit Issuance:

- Review Time: 5 Business Days
- If any corrections are needed, you will be notified
- Plans must be approved, stamped, signed and dated by the Town and a building permit issued prior to work commencing on the site.

Permit Validity

- A building permit is valid for 180 days
- The permit will expire if:
 - Work does not begin within 180 days of issuance, or
 - Work stops for 180 consecutive days

Required Inspections

Your Building Permit card will list all inspections that must occur at various stages of construction. To schedule an inspection please call the Town during normal business hours.

Please Note: A Reinspection Fee (\$100) shall be applied for failed or incomplete inspections.

Certificate of Occupancy (CO)

Once all required inspections have passed, the Town will issue a Certificate of Occupancy (CO). This document verifies that the building is complete, code-compliant, and safe for use or habitation.

- A CO is required before anyone may occupy the building.
- In some cases, the Building Official may request:
 - As-built drawings, or
 - A post-foundation survey

Step 6: Certificate of Zoning Compliance (ZC) (if applicable)

A Zoning Compliance is required before a business license can be issued. This verifies that the intended use of the structure complies with the Town's zoning code.

- For new construction, Zoning Compliances are typically issued at the same time as the Certificate of Occupancy.
- This step is most applicable to residential uses that will be used as short-term rentals.



Development Review & Approval Process

Multi-family, Commercial, Office & Mixed-Use Development

This document outlines the required development process for multi-family residential, commercial, office, and mixed-use projects in the Town of Atlantic Beach. Applicants must complete all required reviews, approvals, and permits before construction can commence.

Pre-Submittal Steps

Before submitting your full plans, you may need to complete one or more of the following steps, depending on your property:

Pre-Application Conference

This meeting, which could be in person or via conference call, is to allow for initial discussion of the proposed project with the Town prior to the development of detailed plans. This is to discuss the project and verify the necessary applications.

Sketch Plan {Optional • \$250}

A sketch plan can help verify whether your proposed project generally complies with zoning requirements, such as setbacks, lot coverage and permitted use, before you fully invest in detailed plans. Sketch plans typically show existing and proposed buildings and general property lines. The Sketch Plan may also include utilities, trees and easements. If applicable, flood zones, shore protection line, and SC beach Jurisdictional Lines may also be shown for reference.

Subdivision or Combination Plat {If Applicable - \$250}

Required if your project involves:

- Combining multiple parcels into one lot, or
- Subdividing one parcel into two or more parcels
- This must be completed and recorded prior to submitting a building permit.

Step 1: Zoning Review

The project will formally be reviewed for compliance with the Town's zoning ordinance as part of this process. The documents will be reviewed by Town's staff to ensure compliance.

What to Submit?

1. Zoning Application (*per Art. III Sec. 5.3.322 of the Town's Land Management Ordinance*)
2. Site Plan (*per Art. III Sec. 5.3.325D of the Town's Land Management Ordinance*) including site elements such as:
 - a) Layout of all proposed and existing structures;
 - b) Porches, stairs, driveways, pools and known accessory buildings;
 - c) Property lines, easements and utility connections; and
 - d) Clearly show required site information such as setbacks, lot width, lot size, building height, lot coverage, and open space.
4. Additional Required Sheets:
 - a) *Parking, Sidewalks, Roads, and Curb Cuts Plan*: Shows driveways, internal circulation, parking lot design, ADA access, and curb cuts.
 - b) *Utilities Plan*: Indicates the location and connection details for water, sewer, and other utility services.
 - c) *Signage Plan*: Show the location and dimensions of all proposed signage (building-mounted and freestanding).

- d) *Landscape Plan*: Identify protected and specimen trees, required landscape buffers, and tree coverage calculations.
(Note: Projects in MSI, MS2, HWY, WFI, and WF2 zoning districts must meet minimum tree coverage requirements.)
- e) *Lighting Plan*: Identify the location and type of all outdoor lighting fixtures.
- f) *Beach & Pedestrian Access Plan* (WFI & WF2 districts only): Show any proposed beach access or sidewalk improvements.
- g) *Traffic Study* (WFI & WF2 districts only): Required if applicable to demonstrate traffic impacts.

How Many Copies?

Six (6) copies of the site plan and a digital copy of the submission documents, unless directed otherwise by the town.

Plan Review and Processing

1. Complete applications are to be reviewed within 20 business days.
2. If any corrections are needed, comments are to be provided stating such. A follow-up submission of revised plans will be required to allow staff the opportunity to further review the plans.
3. Once all comments have been addressed, a Preliminary Zoning Permit will be issued (with or without conditions). This permit will indicate the next steps as part of the approval process. If a stormwater review is not required, a building permit can now be pursued. The building permit cannot be approved until the Final Zoning Permit has been issued.

Step 2: Town Stormwater Review

If the proposed project is likely to exceed 5,000 sq. ft. of land disturbance, then a Town stormwater review is necessary (barring project being excluded). A Stormwater Management Plan will need to be submitted to the Town for review.

What to Submit?

Stormwater Management Plan (*per Art. X, Div. 5 of the Town's Land Management Ordinance*)

- a) Must be prepared by a licensed South Carolina professional engineer;
- b) Show grading, drainage patterns, limits of disturbance and driveway encroachments;
- c) Include any required runoff calculations; and
- d) A Stormwater Report may be required.

Plan Review and Processing

1. Complete applications will be reviewed once all required materials have been submitted.
2. If any corrections are needed, comments are to be provided stating such. A follow-up submission of revised plans will be required to allow staff the opportunity to further review the plans.
3. Once all comments have been addressed, the Town will issue a Stormwater Compliance Certification Statement. Such Statement may include conditions.

Step 3: Other Potential Approvals & Steps

The following approvals and steps may be necessary prior to the issuance of a Building Permit. These should not be pursued until the development has a locally approvable site plan and, if applicable, a Stormwater Management Plan.

- SCDOT - Encroachment Permit
- SCDES - NPDES General Permit
- SCDES - Bureau of Coastal Management - Coastal Zone Consistency Certification
- SCDES - Bureau of Coastal Management - Critical Area Permit (Beachfront Properties only)
- City of North Myrtle Beach - Water & Sewer Permit
- SC Aeronautics Commission - Land Use Compatibility Review by Town (via CLUE tool)
- Town of Atlantic Beach - Property Addressing (911 Addressing)

Step 4: Zoning Permit

Once all conditions have been met and all other required permits have been submitted to the Town, a Final Zoning Permit will be issued. This Zoning permit will be required prior to the issuance of the building permit.

Step 5: Building Permit

Once all Town approvals and required state permits are in hand, you may apply for your building permit.

What to Submit?

1. Commercial Building Permit Application
2. Building Plans (per required building code)

Building Permit Issuance:

- Review time: 5 Business Days
- If any corrections are needed, you will be notified
- Plans must be approved, stamped, signed and dated by the Town and a building permit issued prior to work commencing on the site.

Permit Validity

- A building permit is valid for 180 days
- The permit will expire if:
 - Work does not begin within 180 days of issuance, or
 - Work stops for 180 consecutive days

Required Inspections

Your Building Permit card will list all inspections that must occur at various stages of construction. To schedule an inspection please call the Town during normal business hours.

Please Note: A Reinspection Fee (\$100) shall be applied for failed or incomplete inspections.

Certificate of Occupancy (CO)

Once all required inspections have passed, the Town will issue a Certificate of Occupancy (CO). This document verifies that the building is complete, code-compliant, and safe for use or habitation.

- A CO is required before anyone may occupy the building.
- In some cases, the Building Official may request:
 - As-built drawings, or
 - A post-foundation survey

Step 6: Certificate of Zoning Compliance (ZC)

A Zoning Compliance is required before a business license can be issued. This verifies that the intended use of the structure complies with the Town's zoning code.

- For new construction, Zoning Compliances are typically issued at the same time as the Certificate of Occupancy.



Development Review & Approval Process

Small Accessory Structures, Fences and Projects under \$10,000

This checklist applies to small-scale residential projects such as:

- Sheds
- Decks
- Porches
- Detached garages
- Open-air agricultural buildings with a total project value under \$10,000

These projects are still subject to zoning and building permit review and may require stormwater review depending on the scale of improvements. However, they may be exempt from full building plan submittal and most inspections, with only a final inspection required once work is complete.

Pre-Submittal Steps

Before submitting your full plans, you may need to complete one or more of the following steps, depending on your property:

Pre-Application Conference

This meeting, which could be in person or via conference call, is to allow for initial discussion of the proposed project with the Town prior to the development of detailed plans. This is to discuss the project and verify the necessary applications.

Sketch Plan (Optional - \$250)

A sketch plan can help verify whether your proposed project generally complies with zoning requirements, such as setbacks, lot coverage and permitted use, before you fully invest in detailed plans. Sketch plans typically show existing and proposed buildings and general property lines. The Sketch Plan may also include utilities, trees and easements. If applicable, flood zones, shore protection line, and SC beach Jurisdictional Lines may also be shown for reference.

Subdivision or Combination Plat (If Applicable - \$250)

Required if your project involves:

- Combining multiple parcels into one lot, or
- Subdividing one parcel into two or more parcels
- This must be completed and recorded prior to submitting a building permit.

Step 1: Zoning Review

The project will formally be reviewed for compliance with the Town's zoning ordinance as part of this process. The documents will be reviewed by Town's staff to ensure compliance.

What to Submit?

3. Zoning Application
4. Project Narrative
5. Site Plan (*per Art. III Sec. 5.3.325 of the Town's Land Management Ordinance*) including site elements such as:
 - e) Layout of all proposed and existing structures;
 - f) Porches, stairs, driveways, pools and known accessory buildings;
 - g) Property lines, easements and utility connections; and

- h) Clearly show required site information such as setbacks, lot width, lot size, building height, lot coverage, and open space.

How Many Copies?

Three (3) copies of the site plan and a digital copy of the submission documents, unless directed otherwise by the town.

Plan Review and Processing

4. Complete applications are to be reviewed within 10 business days.
5. If any corrections are needed, comments are to be provided stating such. A follow-up submission of revised plans will be required to allow staff the opportunity to further review the plans.
6. Once all comments have been addressed, a Preliminary Zoning Permit will be issued (with or without conditions). This permit will indicate the next steps as part of the approval process. If a stormwater review is not required, a building permit can now be pursued. The building permit cannot be approved until the Final Zoning Permit has been issued.

Step 2: Town Stormwater Review (if applicable)

If the proposed project is likely to exceed 5,000 sq. ft. of land disturbance, then a Town stormwater review is necessary (barring project being excluded). A Stormwater Management Plan will need to be submitted to the Town for review.

What to Submit?

Stormwater Management Plan (*per Art. X, Div. 5 of the Town's Land Management Ordinance*)

- a) Must be prepared by a licensed South Carolina professional engineer;
- b) Show grading, drainage patterns, limits of disturbance and driveway encroachments;
- c) Include any required runoff calculations; and
- d) A Stormwater Report may be required.

Plan Review and Processing

1. Complete applications will be reviewed once all required materials have been submitted.
2. If any corrections are needed, comments are to be provided stating such. A follow-up submission of revised plans will be required to allow staff the opportunity to further review the plans.
3. Once all comments have been addressed, the Town will issue a Stormwater Compliance Certification Statement. Such Statement may include conditions.

Step 3: Other Potential Approvals & Steps

The following approvals and steps may be necessary prior to the issuance of a Building Permit. These should not be pursued until the development has a locally approvable site plan and, if applicable, a Stormwater Management Plan.

- SCOOT - Encroachment Permit
- SCDES - NPDES General Permit
- SCDES - Bureau of Coastal Management - Coastal Zone Consistency Certification
- SCDES - Bureau of Coastal Management - Critical Area Permit (Beachfront Property)
- City of North Myrtle Beach - Water & Sewer Permit
- SC Aeronautics Commission - Land Use Compatibility Review (via CLUEtool)
- Town of Atlantic Beach - Property Addressing (911 Addressing)

Step 4: Zoning Permit

Once all conditions have been met and all other required permits have been submitted to the Town, a Final Zoning Permit will be issued. This Zoning permit will be required prior to the issuance of the building permit.

Step 5: Building Permit

Once all Town approvals and required state permits are in hand, you may apply for your building permit.

What to Submit?

1. Residential Building Permit Application

Building Permit Issuance:

- Review name: 5 Business Days

Permit Validity

- A building permit is valid for 180 days
- The permit will expire if:
 - Work does not begin within 180 days of issuance, or
 - Work stops for 180 consecutive days

Certificate of Occupancy (CO)

Once all required inspections have passed, the Town will issue a Certificate of Occupancy (CO). This document verifies that the building is complete, code-compliant, and safe for use or habitation.

- A CO is required before anyone may occupy the building.

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- For new construction, Zoning Compliances are typically issued at the same time as the Certificate of Occupancy.
- This step is most applicable to residential uses that will be used as short-term rentals.