

BUILDING PERMITS

Checklist

Residential New Construction and Additions (Single Family):

- Plat or site plan reflecting setbacks
- Completed zoning and building permit applications
- All permit and plan review fees paid *
- 2 sets of construction drawings
- SC licensed contractor or owner-builder disclosure statement filed

*See p. 3 in Contractor's Handbook for more information on the plan review process

Commercial New Construction and Additions:

- Plat or site development plan reflecting all setbacks
- Completed zoning and building permit applications
- DOT encroachment permits (if applicable)
- Obtain DHEC land disturbance paperwork (if applicable)
- 2 sets of construction drawings*
- SC licensed general contractor
- All permit and plan review fees paid

*Drawings must be stamped by a SC licensed Architect and Engineer if the building is over 5000 ft. or is an Assembly, Educational, Hazardous, or Residential Occupancy.

Renovation, Repair, or Trade Permits (Electrical, Plumbing, HVAC)

- Completed building permit application
- SC licensed contractor (unless exempt by law)
- Copy of asbestos survey (if applicable)
- Copy of DHEC demolition permit (if applicable)
- All permit fees paid

Demolition Permit

- Copy of DHEC demolition permit (if applicable)
- Copy of asbestos survey (if applicable)
- Completed demolition permit application
- All permit fees paid



BUILDING PERMITS

Frequently Asked Questions

When is a building permit required?

When any construction, renovation, or repair exceeds \$500

When is a licensed contractor required?

When residential construction exceeds \$500

When commercial construction exceeds \$5,000

Can a homeowner do construction work on their own?

Yes, however, there are regulations that must be followed. A disclosure agreement must be signed in this case. Please see the Building Official before beginning work.

Who has to obtain a business license?

All contractors doing work in the City. All plumbing, electrical, heat/air contractors. All sub-contractors (i.e. grading, sheetrock, roofers, painters, flooring, etc.). All suppliers (i.e. dumpster, port-o-let, etc.).

Who is required to purchase permits?

Any homeowner or contractor who is building, adding on an addition, or remodeling an existing structure within the City (i.e. new houses, re-roofing, additions, storage sheds, garages, etc.). Contractors doing electrical, plumbing, or heating/air work may be required to get a separate permit depending on the scope of work.

What happens if I fail to get a Building Permit prior to beginning construction or renovation?

A STOP WORK ORDER is placed on the property and all work must cease until the appropriate permit is issued, causing delays. The price of the permit is automatically doubled the first time and tripled every time during a 12 month period. Electrical and water service to the property will not be turned on.

How long does a plan review take?

Please allow at least 10 working days (longer for larger projects) for the interdepartmental review to be completed. Larger projects could take several weeks.

