



# Commercial Permit Submittal Requirements

All documents must be submitted at the **same** time. This checklist will be verified upon submittal.

\_\_\_\_ 1. Building Application

\_\_\_\_ 2. Plat Survey –Showing the location of the new structure, any bodies of water, all structures on the lot, and distances from the property lines

\_\_\_\_ 3. Plans –Must include all needed information from the Guidelines. Digital copies are recommended but not required.

\_\_\_\_ 4. Water and Sewer approval from DHEC

\_\_\_\_ 5. Copy of Contactors license.

\_\_\_\_ 6. COMcheck (Link to obtain this is <https://energycode.pnl.gov/COMcheckWeb/>)

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date



# Building Permit Application

**Permit Number:** \_\_\_\_\_ **Zoning Class:** \_\_\_\_\_  
**Date:** \_\_\_\_\_ **Fees Due:** \_\_\_\_\_

Permit Type (Please Check all that apply)						
<b>New Construction:</b> Residential <input type="checkbox"/> Commercial <input type="checkbox"/>				<b>Addition/Remodel:</b> Residential <input type="checkbox"/> Commercial <input type="checkbox"/>		
<b>Electrical</b> <input type="checkbox"/>	<b>Mechanical</b> <input type="checkbox"/>	<b>Pool</b> <input type="checkbox"/>	<b>Sign</b> <input type="checkbox"/>	<b>Demo</b> <input type="checkbox"/>	<b>Solar</b> <input type="checkbox"/>	<b>Cell Tower</b> <input type="checkbox"/>
<b>Total Job Cost:</b> _____						

**Address of Construction Location:** \_\_\_\_\_

**Description of work:** \_\_\_\_\_  
 \_\_\_\_\_

**Subdivision:** \_\_\_\_\_ **Parcel ID #:** \_\_\_\_\_

**Other Structures on Property:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_ **SC Contractors License#:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Property owners Email address:** \_\_\_\_\_

Electrical Sub: _____	SC License #: _____
Mechanical Sub: _____	SC License #: _____
Plumbing Sub: _____	SC License #: _____
Water provider: _____	Electrical Provider: _____
Sewer provider: _____	Gas Provider: _____

Pursuant to § 6-29-1145 of the South Carolina Code of Law, is this tract or parcel restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity described in this permit?

Yes \_\_\_ No \_\_\_

I certify to the best of my knowledge that all information provided is true and correct and all work performed under this permit shall conform to all plans and specifications herewith submitted and shall conform to the all adopted building codes, laws and ordinances pertaining thereto. All Permit applications and associated documents are retained for a period of 180 days from application date.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date