

**CALHOUN COUNTY BUILDING & PLANNING  
102 COURTHOUSE DR  
ST MATTHEWS, SC 29135**

**Phone (803)874-4201**

**Fax (803)874-1476**

**Residential 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.
- \_\_\_\_ 4. Water and Sewer approval from DHEC
- \_\_\_\_ 5. Copy of Contactors license (if applicable).
- \_\_\_\_ 6. Homeowner’s disclosure statement if the homeowner is doing the work.
- \_\_\_\_ 7. REScheck ( Link to obtain this is <https://www.energycodes.gov/rescheck> )
- \_\_\_\_ 8. Manual J & D ( This is the sizing for the HVAC unit and the duct. )

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office Clerk

\_\_\_\_\_  
Date

DO NOT WRITE IN SHADED AREAS

## BUILDING PERMIT APPLICATION

Permit No.	Receipt No.	Permit Fee	Date Permit Issued			Issued By
		\$	Month	Day	Year	

LOCATION OF IMPROVEMENT						
Address - Street No.		Street Name				
City	Zip	Map #	Sub block	Block	Parcel #	

NAME	MAILING ADDRESS	ZIP CODE	TELEPHONE	LICENSE NO
<b>OWNER</b>				
<b>ARCHITECT</b>				
<b>GEN. CONT.</b>				

### SELECTED CHARACTERISTICS OF WORK

- NATURE OF WORK**
- 1. New Building
  - 2. Addition
  - 3. Alteration
  - 4. Repair/Replacement
  - 5. Demolition
  - 6. Moving/Relocation
  - 7. Foundation Only

- IF RESIDENTIAL UNITS**
- 1. One Family 1
  - 2. Duplex 2
  - 3. Apartment \_\_\_\_\_
  - 4. Condominium \_\_\_\_\_
  - 5. Dorm/ Rooming House \_\_\_\_\_
  - 6. Other (Specify) \_\_\_\_\_

**DESCRIPTION OF WORK**

- TYPE OF OCCURRENCE**
- 1. Assembly
  - 2. Business
  - 3. Educational
  - 4. Hazardous
  - 5. Factory - Industrial
  - 6. Institutional
  - 7. Mercantile
  - 8. Residential
  - 9. Storage

- PRINCIPAL TYPE OF FRAME**
- Type 1 - Fireproof
  - Type 2 - Fire Resistant
  - Type 3 - Heavy Timber
  - Type 4 - Non-Combustible
  - Type 5 - Ordinary Construction
  - Type 6 - Wood Frame

TYPE OF WORK	VALUE	CONTRACTOR
Building		
Electrical		
Plumbing		
Heating		
Air Conditioning		
Other (Excluding Land)		
<b>TOTAL</b>		

SOURCE OF WATER SUPPLY \_\_\_\_\_ SOURCE OF SEWAGE DISPOSAL \_\_\_\_\_

UTILITY PROVIDER \_\_\_\_\_

### FLOOD PLAIN DATA - COMPLETE ONLY IF SITE WITHIN 100 YEAR FLOOD PLAIN

Zone \_\_\_\_\_ Elevation of 100 Year Flood \_\_\_\_\_ Feet | First Floor Elevation Above Sea Level \_\_\_\_\_ Feet

Zoning Approval	Subdivision Approval	Storm Drainage Approval

### AFFIDAVIT OF APPLICANT

1. No work will be started before permit card is posted or continued if the permit card is destroyed, lost or stolen.
2. No work is to be continued if permit card is destroyed, lost or stolen.
3. Contractor and subcontractors will secure (if required) a business license before beginning any work.
4. This permit is void if job is not started within 6 months of application date.
5. I will be responsible and will pay for the business license of any contractor or subcontractor doing work on this project if found without a license.
6. The undersigned owner or agent understands that the approval of this application does not constitute a privilege to violate any applicable governmental ordinances, codes, or laws, and that any omission of or misrepresentation of fact with or without intention of the undersigned or any alteration or change from this application without approval of the Building Official, shall constitute

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

Address \_\_\_\_\_

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**sufficient ground for the revocation of any permit issued which was based on the approval of this application. This permit does not authorize any encroachment upon public property.**

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**Signature of Applicant**

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**Address**

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**Date**

# CALHOUN COUNTY BUILDING & PLANNING

102 Courthouse Drive – Suite 112 - St. Matthews, SC 29135  
Phone: (803) 874-4201 Fax: (803) 874-1476

## Residential Plan Review Guidelines

### Site Plans:

1. Shall Be Fully Dimensioned.
2. Show building as it is to be constructed on the lot with dimensions to all property lines and other structures on the lot.
3. Show all easements and right of ways.

### Foundation Plan:

1. Shall be fully dimensioned and show, but not limited to, garages, porches, and fireplaces.
2. Details showing type foundation-stem wall, curtain wall, slab on grade, and monolithic slab.
3. Details showing all vertical and horizontal reinforcement.
4. Show type and placement of wind up lift anchorage.

### Floor Framing/Floor Plan:

1. Drawn to scale or show building dimensions
2. Show details of all framing to include spacing and direction of joist.
3. Show windows and door size and location on plans.
4. Label all rooms and show dimensions.
5. Show location of electrical panel.
6. Include all porches, decks, and garages.

### Roof Framing:

1. Show all rafter and joist dimensions with spacing and location.
2. Show beam sizes and location.
3. Show all bracing, Supports, Collar ties.

### HVAC:

1. Show all duct sizes and location on floor plan.
2. Manual J and D information shall be submitted with all plans.
3. Show location and sizing of all equipment to be used.

### Misc.

1. Submit all information showing that construction meets IECC requirements. REScheck can be used to show the energy requirements are met.

COUNTY OF CALHOUN

DISCLOSURE STATEMENT

The Codes Enforcement Division under the authority of the Codes of Laws of the State of South Carolina, 1976, as amended, Title 40, Chapter 59, Article 1, Section 40-59-260, is providing the undersigned owner - builder this disclosure statement.

State law requires residential construction to be done by licensed, residential builders and specialty contractors. You have applied for a permit under the exemption to the law. The exemption allows you, as the owner of your property, to act as your own builder even though you do not have a license. You must supervise the construction yourself. You may improve any one-family or two-family residence. The building must be for your own use and occupancy. It may not be built for sale or rent. If you sell or rent a building that you have built yourself within two years after the construction is completed, the law will presume that you built it for sale or rent, which is a violation of this exemption. You may not hire an unlicensed person as your residential builder or specialty contractor. It is your responsibility to make sure that persons employed by you have licenses required by State Law and by county or municipal licensing ordinances. Your construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

Pursuant to South Carolina Code Section 40-59-260(e), the owner must promptly file a PUBLIC RECORD NOTICE provided by the permitting office, in the Register of Deeds office for Calhoun County upon completion of the construction. The undersigned acknowledges the above notice and acknowledges the receipt of the Public Record Notice that must be filed in the Register of Deeds office.

Date: \_\_\_\_\_

Owner - Builder Signature: \_\_\_\_\_

Owner - Builder printed name: \_\_\_\_\_

Address/Description of property: \_\_\_\_\_

Tax Map Number of Property: \_\_\_\_\_

**CALHOUN COUNTY BUILDING AND PLANNING  
102 COURTHOUSE DRIVE, SUITE 112  
ST. MATTHEWS, SC 29135  
(803) 874-4201**

**Owner-Builder Information**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Construction Address: \_\_\_\_\_

**This department understands that as an owner, you have the right to build on your property. As a public service to protect you and the investment in your property, we have put together this information.**

**Please read and initial each section. If you do not understand a section, the clerk or building official will be happy to explain it to you.**

1. I hold title to the above property and am planning on doing all construction.  
**Initial** \_\_\_\_\_
  
2. I understand as an owner-builder, I must abide by all zoning ordinances and building regulations in effect at the time of permit application.  
**Initial** \_\_\_\_\_
  
3. I understand that a copy of the International Residential Code is available in the Building Department and its inspectors are here to help enforce and interpret the code.  
**Initial** \_\_\_\_\_
  
4. I understand that the building official and inspectors are not there to design, alter, or give advice on how to meet the code - only to determine if the structure meets the minimum code.  
**Initial** \_\_\_\_\_
  
5. I understand that as an owner-builder, any contract dispute between sub-contractors and myself must be handled in a civil court with or without the advice of an attorney. The building department will not mitigate any contract disputes.  
**Initial** \_\_\_\_\_
  
6. I understand that if any person is injured on my construction project, they are entitled to workers' compensation; and if they do not possess a workers' compensation policy, I could be held liable for all doctor and related costs which would include loss of wages during recovery from injury.  
**Initial** \_\_\_\_\_

7. I acknowledge that I have received a Disclosure Statement from the building department and will promptly file this document in the Register of Deed's Office in Calhoun County upon completion of construction.

**Initial** \_\_\_\_\_

I have read, understand, and will abide by all of the above information.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Thank you for your cooperation.