

**FAIRFIELD COUNTY
PLANNING, BUILDING AND ZONING OFFICE
Post Office Drawer 60
Winnsboro, SC 29180
(803)712-6596 Fax(803)635-0114**

MEMO

To: ALL APPLICANTS

From: Ronald Stowers, Director of Planning, Building and Zoning

Date: February 22, 2007

Re: APPLICATION FOR BUILDING PERMITS- COMMERCIAL/ INDUSTRIAL/
ASSEMBLY (INCLUDING CHURCH)/ INSTITUTIONAL USES

No application for a building permit will be accepted and processed until all information has been submitted. A minimum of five (5) business days are required for reviewing an application for commercial/industrial permits. For commercial/ industrial/ assembly (including church)/ institutional uses required plan review for large or complicated projects may take longer.

In order to apply for a building permit you **must** have the following information:

1. Name, address, and telephone # of the property owner(s)
2. Name(s), address(es), telephone #(s), and license number(s) of the contractor . A copy of the current SC State Contractor Card for the contractor must be submitted as well.*
3. Legal description of the property, Tax Map Number of the property, property area, # and type of buildings on the property. **This is to be provided by submitting a copy of property appraisal card of the property from the Tax Assessor=s Office.** The Tax Assessor=s Office is located at:

Fairfield County Courthouse
Winnsboro, SC 29180
(803)712-6520 Fax: (803)635-2767
4. Copy of Certificate of Zoning Compliance. You may obtain this from our office:

Planning, Building and Zoning Department
Fairfield County Courthouse
Winnsboro, SC 29180
(803)712-6596 Fax: (803)635-0114
5. If new construction, a copy of the septic tank permit from SC DHEC or letter from utility supplying sewer service that you have applied and **been accepted** as a customer. You may contact Heyward Mattox at the County Health Department at (803)635-6481 concerning septic tank permits.

6. If the water is to be supplied by a water utility company instead of by well, a copy of a letter from utility supplying water service that you have applied and **been accepted** as a customer.
7. Copy of 911 address. You may obtain your 911 address from the following office:
Fairfield County E-911 Department
Fairfield County Administration Complex
350 Columbia Rd.
Winnsboro, SC 29180
(803) 635-5505 Fax: (803)635-4299

You are Required by County Ordinance to post this address within 15 days of issuance of the address by the 911 Addressing Office. The property must also be properly posted before you call for first inspection. If not properly posted, inspection may not be done until it is posted.

8. Two sets of construction plans including a plat and/or site plan with date and scale that meet the requirements of Section 9-2.3 of the Zoning Ordinance. (i.e. shape and dimensions of the lot; size, height and location of existing and proposed buildings and structures including proposed setbacks from property lines; existing and intended use of each building or part of building; location of floodplain and wetland areas on property, if any; and any other information that may be required to determine compliance with the Fairfield Zoning Ordinance.
9. Tony Hill, County Fire Marshall **must be** contacted on all commercial/ industrial/ assembly/institutional permit applications for a determination of whether he will require a separate set of construction plans be submitted to his office for review. You may contact him at:
Fairfield County Administration Complex
350 Columbia Road
Winnsboro, SC 29180
(803)712-1070 Fax: (803)635-7818
9. The form Submittal List of Subcontractors and Specialty Contractors must be filled out with all required information (names, addresses, telephone numbers, license numbers, and field of license category). Copies of current SC State Contractor Cards must be submitted for each subcontractor and speciality contractor as well.
10. The person applying must be the contractor as registered by the South Carolina LLR or have written authority to apply in the contractor=s behalf.

GENERAL INFORMATION FOR ALL PERMITS

No application for a building permit will be accepted and processed until all information has been submitted.

The Minimum Building Codes for Fairfield County are the International Building Code, International Plumbing Code, International Mechanical Code, International Fire Code, International Fuel Gas Code and the International Residential Code For One and Two Family Dwellings. Accessibility requirements must meet ICC/ANSI A117.1.

IMPORTANT

Section 9-4. of the Fairfield County Zoning Ordinance (ordinance No. 365) makes it unlawful to use or occupy or permit the use or occupancy of any building (including manufactured homes) or premises, or both, or parts thereof created, erected, changed, converted, or wholly or partly altered or enlarged in its use or structure until a CERTIFICATE OF ZONING COMPLIANCE has been issued by the Fairfield County Planning, Building and Zoning Department. No permit for erection, alteration, moving or repair of any building nor any manufactured home license shall be issued until an application has been made for a CERTIFICATE OF ZONING COMPLIANCE, and the CERTIFICATE OF ZONING COMPLIANCE has been issued by the Fairfield County Planning, Building and Zoning Department.

The South Carolina Contractor=s Licensing Act requires work to be performed by licensed contractors unless the work to be performed falls under one of the following categories:

- a. **The total cost of construction is less than \$5000.00;**
- b. The property will be used solely by the owner and his immediate family as a residence for a period of at least two years;
- c. For nonresidential projects, work performed by the owner is limited to nonstructural and nonmechanical portions of the project, or;
- d. The project is a wood-framed farm building less than five thousand square feet used solely for livestock or storage.

South Carolina requires all buildings, structures and building systems constructed in the State of South Carolina must be designed and sealed by licensed architects, licensed engineers, or a combination of licensed architects and engineers except that the following are exempt from this requirement:

1. A building which is to be used for farm purposes only;
2. A building less than three stories high containing less than five thousand square feet of total area, except buildings of assembly, institutional, educational, and hazardous occupancies as defined by the Building Code, regardless of area;
3. Alterations to any building to which the exemptions apply, unless the alterations increase the areas and capacities beyond the limits of the exemption or affect the structural safety of the building;
4. The requirement for a licensed architect does not apply to a detached single family or two family dwelling, as defined in Group R-3 of the Building Code regardless of size, with each unit having a grade level exit and any sheds, storage buildings and garages incidental thereto.