

**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: May 17, 2005

Re: APPLICATION FOR BUILDING PERMITS (RESIDENTIAL, RESIDENTIAL ACCESSORY AND AGRICULTURAL)

No application for a building permit will be accepted and processed until all information has been submitted. A minimum of one (1) business day is required for reviewing an application.

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 and addressed before you call for first inspection. If not properly posted, inspection may not be done until it is posted.

8. 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. For all single-family residences and additions to single-family residences submit two (2) sets of construction plans showing as a minimum: footing details (size, depth and reinforcement); basement wall detail, if applicable (proposed height, amount, height of unbalanced fill, reinforcement); wall elevation (wall height, insulation, sheathing, wall covering, etc.); floor plan (floor joist sizes, spacing and sizes); roof details (if manufactured trusses, truss plans must be left onsite for inspection, if rafters, size of rafters, spacing, sheathing); electrical (locations of the meter, panel, switches, lights receptacles, smoke detectors); plumbing (fixture location and any gas locations); heating/air (size and location of units). If any of the above is missing on a stock set of plans they can be hand drawn in on both sets of plans. Plans do not have to be drawn by an architect. Homeowners or contractors may draw up plans.
10. 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.
11. If applying for a permit as a owner/builder the person applying must be owner of the property or have written authority to apply in the owner/builder behalf.
12. If applying as a contractor, 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.

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.

Before any building permits or manufactured home licenses can be issued for any property in the 100 year flood area, a FEMA Flood Elevation Certificate with all parts correctly completed with surveyors original seal and signature must be presented. In general, if your property is on Lake Wateree, part of your property is in the 100 year flood area and a FEMA Flood Elevation Certificate is required. Contact our office at (803)712-6596 for specific information.

*The South Carolina Contractor=s Licensing Act allows you, as the property owner, to act as your own contractor and pull any or all required building permits for any of the following:

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

However, the South Carolina Contractor=s Licensing Act and the Residential Home Builders Act requires that anyone you hire or contract to do any or all portion of the work must be registered by the State of South Carolina in the appropriate category. Violation of these provisions is a misdemeanor and punishable by fine and/or imprisonment.