**MEMO**

To: ALL APPLICANTS

Date: April 13, 2023

Re: APPLICATION FOR BUILDING PERMITS- COMMERCIAL USE, INDUSTRIAL, OR ASSEMBLY

(INCLUDING CHURCH)/ INSTITUTIONAL USES)

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**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 permits.** **For commercial/ industrial/ assembly (including church)/ institutional uses requiring a plan review 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 (s), 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

1. Copy of Certificate of Zoning Compliance. You may obtain this from our office:

**Planning, Building and Zoning Department**

250 N Walnut Street

Winnsboro, SC 29180

(803)712-6596

1. If new construction, a copy of the septic tank permit from SC DHEC or letter from

Utilities supplying sewer service that you have applied and **been accepted** as a customer. You may contact **DHEC at (803)896-0620** concerning septic tank/waste water permits.

1. 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.
2. Copy of 911 address. You may obtain your 911 address from the following office:

Fairfield County Emergency Management/ E-911Department

Fairfield County Administration Complex

350 Columbia Rd.

Winnsboro, SC 29180

(803) 635-5505 Fax: (803)712-6480

**You are required by County Ordinance to post this address within 15 days of issuance of the address by the 911 Addressing Offices. 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.**

1. Two sets of construction plans including a plat and/or site plan with date and scale that meet the requirements of Section 7.3-16 of the Land Management 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 is located in the floodplain and wetland areas on property, **an elevation report is required for all stages of construction per FEMA regulations: if any a grading permit is required prior to any land disturbing activity. The application for a grading permit must be accompanied by a Site Preparation Planning accord with Best Management Practices (BMPs) for Site Preparation found in the Best Management Practices Handbook of the SC Forestry Commission**.

Director of Fire Service must becontacted 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 Fire Services**

P.O. Box 144

880 West Moultrie Street, Suite 300

Winnsboro, SC 29180

(803)712-1070 Fax: (803)635-7818

* 1. The attached 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 specialty contractor as well.

* 1. 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 10.18 of the Fairfield County Land Management Ordinance (ordinance No. 599) 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 and Conditional Uses satisfied 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:**

* + 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;
  1. For nonresidential projects, work performed by the owner is limited to nonstructural and non-mechanical portions of the project, or;
  2. 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.

**PERMIT REQUIREMENTS CHECKLIST**

**ELECTRICAL PERMIT – FEE $32.00**

\_\_\_\_ Completed (areas highlighted) Building Permit Application

\_\_\_\_ Copy of Electrical License or License number (SC LLR)

If you are not the owner or licensed electrician you **must** submit a lease agreement (applies to tenants) between yourself and the property owner.

If you are **not a tenant** you must submit a letter/agreement signed by **both** you and the property owner giving you permission to pull the permit.

**NEW MOBILE HOME REGISTRATION – FEE $170.00**

If purchased from a mobile home dealer (ex. Clayton Homes)

\_\_\_\_ Completed (areas highlighted) Manufactured Home License Application (request by email)

\_\_\_\_ 911 Address

\_\_\_\_ Sales Agreement (must include total price and full VIN#)

\_\_\_\_ Septic Permit (if septic is existing must submit letter from a licensed septic tank contractor on their letterhead stating that existing septic is adequate for new mobile home)

\_\_\_\_ If you are not the property owner you must submit letter signed by both you and the property owner giving you permission to place mobile home on their property.

**If purchased from an individual (ex. Previous home owner)**

**All of the above documentation are required as well as:**

\_\_\_\_ A copy of the mover’s permit from the previous county where the mobile home was registered

**MOBILE HOME NAME CHANGE – FEE $6.25**

\_\_\_\_ Completed (*areas highlighted*) Manufactured Home License Application \*Name Change Only\* (request by email)

\_\_\_\_ Copy of Mobile Home Title or Title Application (from the DMV)

**RESIDENTIAL NEW BUILD (House) – FEE BASED ON CONTRACT PRICE**

\*IF YOU DO NOT SUBMIT A CONTRACT, PERMIT WILL AUTOMATICALLY BE BASED ON SQUARE FOOTAGE\*

\_\_\_\_ 2 sets of plans (must be able to see dimensions and specifications)

\_\_\_\_ Completed Building Permit Application (areas highlighted)

\_\_\_\_ 911 Address

\_\_\_\_ Septic Permit Approval to Construct (from DHEC)

\_\_\_\_ Existing Septic?: must submit letter from a licensed septic tank contractor on their letterhead stating that existing septic is adequate for new build

\_\_\_\_ Contract (between contractor and home owner) or Itemized supply list with grand total (only if self-build)

\_\_\_\_ Copy of Contractors License or License number (SC LLR)

\_\_\_\_ Self-Build (homeowner)? Must submit signed disclosure statement (request by email)

If on Lake Wateree:

All of the above documentation are required as well as:

\_\_\_\_ Pre-construction Elevation Certificate with raised seal (from a surveyor, must be approved by Zoning Administrator before permit can be issued)

**RESIDENTIAL NEW BUILD (DETACHED GARAGES, POLE BUILDINGS, ETC.)** – **FEE BASED ON CONTRACT PRICE**

**\*IF YOU DO NOT SUBMIT A CONTRACT, PERMIT WILL AUTOMATICALLY BE BASED ON SQUARE FOOTAGE**\*

\_\_\_\_ Set of plans (must be able to see dimensions and specifications)

\_\_\_\_ Completed Building Permit Application (areas highlighted)

\_\_\_\_ Contract (between contractor or company building was purchased and home owner)

\_\_\_\_ Copy of Contractors License or License number (SC LLR)

\_\_\_\_ Self-Build (homeowner)? Must submit signed disclosure statement (request by email)

If on Lake Wateree:

All of the above documentation are required as well as:

\_\_\_\_ Pre-construction Elevation Certificate/Plot Plan (if elevation certificate is not required) with raised seal (from a surveyor, must be approved by Zoning Administrator before permit can be issued)

**RESIDENTIAL ADDITIONS (PORCHES, NEW ROOMS, ATTACHED GARAGES, ETC.) – FEE BASED ON CONTRACT PRICE**

\*IF YOU DO NOT SUBMIT A CONTRACT, PERMIT WILL AUTOMATICALLY BE BASED ON SQUARE FOOTAGE\*

\_\_\_\_ 2 sets of plans (must be able to see dimensions and specifications)

\_\_\_\_ Completed Building Permit Application (areas highlighted)

\_\_\_\_ Contract (between contractor and home owner)

\_\_\_\_ Copy of Contractors License or License number (SC LLR)

\_\_\_\_ Self-Build (homeowner)? Must submit signed disclosure statement (request by email)

If on Lake Wateree:

All of the above documentation are required as well as:

\_\_\_\_ Pre-construction Elevation Certificate with raised seal (from a surveyor, must be approved by Zoning Administrator before permit can be issued)

**DEMO PERMIT**

**1 Story residential – FEE $50.00**

**2 story residential – FEE $ 75.00**

**1-2 story commercial –FEE $140.00**

**3+ story commercial – FEE $275.00** **plus** $20.00 **each additional story**

\_\_\_\_ Completed (areas highlighted) Building Permit Application

**Only the property owner(s) or a contractor hired by the property owner(s) can pull a demolition permit**.

**ALL COMMERCIAL PERMITS – FEE BASED ON CONTRACT PRICE**

\*PLEASE CONTACT THE OFFICE, THERE IS A COMMERCIAL PLAN REVIEW FEE\*

**A header mailing address to submit required information and payment:**

**Fairfield County Community Development Attn: Community Development**

**P.O. Drawer 60 Winnsboro, SC 29180**