

**GEORGETOWN COUNTY
DEPARTMENT OF PLANNING & DEVELOPMENT
BUILDING DIVISION**

129 Screven Street
PO Drawer 421270
Georgetown, SC 29442
Office #: (843) 545-3116
Fax #: (843) 545-3296
Email: bldpermits@gtcounty.org

BUILDING PERMIT APPLICATION

* Denotes Required Field

DATE RECEIVED:

* APPLICANT'S NAME:

PERMIT #:

* Street Address:		Section of County/Subdivision:	
Tax Map #:		Lot #:	Block #:
OWNER INFORMATION			
* Name:		* Phone:	
* Address:		* Email:	
CONTRACTOR INFORMATION			
* Name:		* Phone:	
Address:		* SC License #:	
* Email:		* County Registration #:	
ARCHITECT/ENGINEER INFORMATION			
Architect Name:		Engineer Name:	
Phone:		Phone:	
Email:		Email:	
WORK DESCRIPTION			
* Proposed Use:		* Value of Construction:	
* Describe Work to Be Done:			
* Type of Improvement: <input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Repair/Replace <input type="checkbox"/> Demolish <input type="checkbox"/> Moving <input type="checkbox"/> Alteration <input type="checkbox"/> Other:			
# of Stories:	Heated Sq. Ft.:	Unheated Sq. Ft.:	Total Sq. Ft.:
Total # of Rooms:	# of Baths:	# of Bedrooms:	
Construction Type: <input type="checkbox"/> Wood <input type="checkbox"/> Metal <input type="checkbox"/> Masonry		Exterior Finish: <input type="checkbox"/> Masonry: <input type="checkbox"/> Siding:	
Energy Source: <input type="checkbox"/> Gas <input type="checkbox"/> Electric		Sewer: <input type="checkbox"/> Public <input type="checkbox"/> Septic	Water Supply: <input type="checkbox"/> Public <input type="checkbox"/> Well

Contractor Signature: _____ Date: _____

FOR OFFICE USE ONLY

Zoning: _____ Setbacks: Front: _____ Sides L: _____ R: _____ Rear: _____ Overall structure height: _____
 Flood Zone: _____ BFE: _____ DFE: _____ 3-PARTY MEMO: _____ ELEVATION CERTIFICATE: _____
 Commercial Construction Only: Type of Construction: _____ Occupancy Classification: _____
 Clerk's Initials: _____ Zoning Initials: _____ Plan Review Initials: _____

NEW ONE & TWO FAMILY DWELLING APPLICATION CHECKLIST

YES	NO		OFFICE USE
		CONSTRUCTION PLANS (2 Complete sets: stapled/scaled (1/4 in. =1 ft. min)) _____ Floor Plan _____ Elevation Views _____ Electrical Plan _____ Energy Code *NOTE: Plans must have an Engineers Seal. PDFs required prior to issuance of the permit.	Structural Plans to Include: _____ Floor/Roof Framing _____ Wall Section _____ Wall Bracing _____ Foundation Plan _____ Wind Load & Seismic
		SITE PLAN (Drawn to scale)	
		TREE PLAN (Indicate trees to be removed and to remain)	
		WATER/SEWER APPROVAL (Water/Sewer receipt or DHEC Permit)	
		COMPLETED BUILDING PERMIT APPLICATION	
		OWNER/BUILDER DISCLOSURE STATEMENT (Self contractor: Document filed with Register of Deeds)	
		DRIVEWAY ENCROACHMENT PERMIT (Issued by SCDOT or Public Works)	

*If located in flood zone complete Flood Zone Requirements below

NEW COMMERCIAL BUILDING APPLICATION CHECKLIST

		CONSTRUCTION PLANS (2 Complete sets: stapled/scaled (1/4 in. =1 ft. min)) _____ Floor Plan _____ Elevation Views _____ Foundation Plan _____ Electrical Plan _____ Mechanical Plan _____ Plumbing Plan _____ Structural Plan _____ Energy Plan and Energy Code Compliance Worksheet *NOTE: Plans must have an Engineers Seal. If the square footage exceeds 5000sqft an Architect is required. PDFs are required prior to issuance of the permit.	
		SITE PLAN (Drawn to scale)	
		TREE PLAN (Indicate trees to be removed and to remain complying with County Zoning Ordinance)	
		LANDSCAPE PLAN (Detailed plan complying with County Zoning Ordinance)	
		PARKING PLAN (Detailed plan of spaces required by the County Zoning Ordinance)	
		WATER/SEWER APPROVAL (Water/Sewer receipt or DHEC Permit)	
		COMPLETED BUILDING PERMIT APPLICATION	
		CONSTRUCTION/SPRINKLER PLANS SUBMITTED TO LOCAL FIRE DEPARTMENT	
		STORM WATER SUBMITTAL DOCUMENTS	
		DRIVEWAY ENCROACHMENT PERMIT (Issued by SCDOT or Public Works)	

*If located in flood zone complete Flood Zone Requirements below

FLOOD ZONE REQUIREMENTS

		ELEVATION CERTIFICATE (Completed no more than 1 year prior to application date)	
		THREE-PARTY MEMO/V-ZONE CERTIFICATION WORKSHEET (For AE & VE Flood Zones: Owner, Contractor & Architect Signatures)	
		MAXIMUM MEAN ROOF HEIGHT (35 ft. max, measured from the BFE)	

IMPORTANT COUNTY AGENCY PHONE NUMBERS

Building Department	(843)545-3116	Georgetown County Fire	(843)545-3271
Zoning Department/ARB approval	(843)545-3602	Midway Fire	(843)545-3620
Storm Water Department	(843)545-3524	Murrell's Inlet/Garden City Fire	(843)651-5143
DHEC (Septic)	(843)915-8801	Georgetown Water & Sewer	(843)237-9727
Browns Ferry Water	(843)546-9191	Rural Community Water District	(843)546-9003
Public Works Department	(843)545-3438	SCDOT	(843)546-2406