

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

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_.

<b>FOR OFFICE USE ONLY</b>			
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
		<b>CONSTRUCTION PLANS</b> (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
		<b>SITE PLAN</b> (Drawn to scale)	
		<b>TREE PLAN</b> (Indicate trees to be removed and to remain)	
		<b>WATER/SEWER APPROVAL</b> (Water/Sewer receipt or DHEC Permit)	
		<b>COMPLETED BUILDING PERMIT APPLICATION</b>	
		<b>OWNER/BUILDER DISCLOSURE STATEMENT</b> (Self contractor: Document filed with Register of Deeds)	

**\*If located in flood zone complete Flood Zone Requirements below**

**NEW COMMERCIAL BUILDING APPLICATION CHECKLIST**

		<b>CONSTRUCTION PLANS</b> (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.	
		<b>SITE PLAN</b> (Drawn to scale)	
		<b>TREE PLAN</b> (Indicate trees to be removed and to remain complying with County Zoning Ordinance)	
		<b>LANDSCAPE PLAN</b> (Detailed plan complying with County Zoning Ordinance)	
		<b>PARKING PLAN</b> (Detailed plan of spaces required by the County Zoning Ordinance)	
		<b>WATER/SEWER APPROVAL</b> (Water/Sewer receipt or DHEC Permit)	
		<b>COMPLETED BUILDING PERMIT APPLICATION</b>	
		<b>CONSTRUCTION/SPRINKLER PLANS SUBMITTED TO LOCAL FIRE DEPARTMENT</b>	
		<b>STORM WATER SUBMITTAL DOCUMENTS</b>	

**\*If located in flood zone complete Flood Zone Requirements below**

**FLOOD ZONE REQUIREMENTS**

		<b>ELEVATION CERTIFICATE</b> (Completed no more than 1 year prior to application date)	
		<b>THREE-PARTY MEMO/V-ZONE CERTIFICATION WORKSHEET</b> (For AE & VE Flood Zones: Owner, Contractor & Architect Signatures)	
		<b>MAXIMUM MEAN ROOF HEIGHT</b> (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