Georgetown County Planning & Development
Building & Zoning Divisions
129 Screven Street
Georgetown, SC 29440

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Mike Young
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ONE AND TWO FAMILY DWELLING BUILDING PERMIT APPLICATION CHECKLIST

Date Submitted _____

Project Name _____

Address _____

Tax Parcel # _____

Flood Zone _____ Zoning District _____

When you submit your building permit application for a one or two family dwelling, you must use the following checklist to determine if your application is complete. Only complete applications will be accepted. If any of the applicable items are answered "No", do not submit your permit application or any construction documents. Please initial each item once you have confirmed the document is in your submittal package.

Only complete applications will be accepted for processing. Incomplete submittals will not be accepted.

The following items are required prior to submitting your application for review. Answer Yes or No for each item and initial.

One and Two Family Dwelling Building Permit Application Checklist

THE FOLLOWING ITEMS ARE REQUIRED FOR PLAN REVIEW	Yes	No	Initial	Office Use Only
1. **2 complete sets of legible plans.** Must be drawn to scale and a minimum scale of ¼" – 1'-0". Plans cannot be reviewed if copyright violations exist. Building plans must be stapled together prior to submittal. No loose sheets. A stapler is located in our lobby at the plan table. Complete plans are all of the following sheets. If one sheet is missing the plans are considered incomplete and cannot be reviewed. Please initial. _____ A. Floor Plan _____ B. Elevation Views _____ C. Electrical Plan _____ D. Structural Plans To Include: _____ Floor/Roof Framing _____ Wall Section _____ All Tie Downs – Wind load & Seismic (continuous load path from foundation to roof) _____ Wall Bracing _____ Foundation plan _____ E. Energy Code Compliance Worksheet Note: PDF's are required prior to issuance of permit and should be emailed to the plans examiner				
2. **Site plan drawn to scale.** The site plan must show lot and building setback dimensions; Footprint of structure (including decks, HVAC units, etc.)				
3. **Tree plan.** Tree plan must indicate all trees on lot and trees to be removed.				
4. **Public Water and Sewer approval.** If public water and sewer is approved for this site please provide receipts from Water and Sewer District that all fees have been paid. If on septic tank, please provide septic tank permit from DHEC.				
5. **Are building plans stapled?**				
6. **If your property is located in a flood zone, please proceed on to checklist item # 6. If your property is not located in a flood zone, please proceed to question # 10.** **Elevation Certificate.** If your property is located in a special flood hazard area (AE or VE zone) you are required to submit an original flood elevation certificate signed by a S.C. registered surveyor dated within 12 months of submittal date.				
7. **Three Party Memo.** A 3 party memo from Georgetown County must be submitted for any property located in an AE or VE flood zone. Memo must be signed by owner, contractor and designer.				
8. **V-Zone Certification Worksheet.** If your property is located in a V-Zone, a V-Zone Certificate is required or check n/a ☐				
9. **Measuring height in a flood zone.** If your property is located within a flood zone, please be aware that the maximum height of your structure is 35 feet above base flood elevation. Height is measured from base flood elevation to mean roof height. Provide this information drawn to scale and labeled on your elevation drawing or wall section (your designer should be made aware of this). End of flood zone checklist – proceed to question # 10				

THE FOLLOWING ITEMS ARE REQUIRED FOR PLAN REVIEW	Yes	No	Initial	Office Use Only
10. **Building permit application.** A completely filled out building permit application must be submitted, including all required information and documents. The application must be signed by the contractor. Flood zone, tax map number, lot number and block are usually located on your survey.				
11. **Owner/Builder Disclosure Statement.** If you are an owner/builder, you are required to fill out and file with the Register of Deeds an owner/builder disclosure form and return it to the Building Department. This form may be obtained from the office. If you are a contractor, skip this question and continue reading.				

Congratulations. You have completed the required checklist prior to application submittal. If all checklist items were answered "Yes", you are now ready to submit your package to the permit clerk for processing. Thank you for your patience as we strive to improve our permitting process. If any of the items are missing, you will be asked to pick up your submittals.

Please note that our average review time is 5 days from the date you submit all documents.

Please sign below.

_____

Submitted By

Listed below are staff members who can help you with any questions:

Priscilla Johnson, Permit Clerk
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Sanda Carter, Administrative Assistant
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