

ARTICLE XIV

PERMIT REGULATIONS

1400. **Building, Sign, and Tree Permits Required.** Erection, alteration, removal, demolition, addition to, or relocation of any building, land, sign, or mobile home shall not begin until the appropriate permit application has been filed, reviewed, and approved by the Zoning Administrator in conformity with the provisions of this Ordinance, unless the Zoning Administrator is so directed to by the Zoning Board of Appeals as provided by this Ordinance. No permit issued under the provisions of this Ordinance for land use or construction in unincorporated Georgetown County shall be considered valid unless approved by the Zoning Administrator. *(Amended Ord 2009-77)*

No nonconforming structure or use shall be changed, or expanded until a Certificate of Zoning Compliance has been issued by the Zoning Administrator. The Certificate of Zoning Compliance shall state specifically wherein the nonconforming use differs from the provisions of this Ordinance, provided that upon enactment or amendment of this Ordinance, owners or occupants of nonconforming uses of structures shall have three months to apply for a Certificate of Zoning Compliance. Failure to make such application within three (3) months shall be presumptive evidence that the property was in conformance at the time of enactment or amendment of this Ordinance. *(Amended Ord 2009-77)*

No Certificate of Occupancy shall be issued unless the work is in conformity with the provisions of this Ordinance upon completion of the work. A temporary Certificate of Occupancy may be issued by the Building Official and/or the Zoning Administrator for a period not exceeding six (6) months during alterations or partial occupancy of a building pending its completion, provided that such temporary certificate may include such conditions and safeguards as will protect the safety of the occupants and the public. *(Amended Ord 2009-77)*

The Zoning Administrator shall maintain a record of all Certificates of Occupancy and Certificates of Zoning Compliance. A copy of these certificates shall be furnished upon request. *(Amended Ord 2009-77)*

A permit is required to remove or replace any protected or significant tree as established in Article XIII. *(Amended Ord 2009-77)*

1401. **Application for Building Permit.** All permit applications shall be accompanied by **scaled** site plans and/or other drawings or information as required by the Zoning Administrator. They shall include but not be limited to the dimensions and the shape of the lot to be built on, exact sizes and locations of existing buildings, if any; and the location and dimensions of the proposed building or structure. The application shall include such other information as lawfully may be required by the Zoning Administrator, including existing or proposed buildings or alterations, setbacks, easements, the number of families, housekeeping units, or rental units the building is designed to accommodate; conditions existing on the lot and such other matters as may be necessary to determine conformance with, and provide for enforcement of the Ordinance.

A separate zoning permit will not be issued if a building, sign, or mobile home. No permit shall be issued unless it is reviewed and approved by the Zoning Administrator as specified in Section 1401. *(Amended Ord 2009-77)*

1402. **Certificate of Occupancy For New and Altered Structures and Uses.** It shall be unlawful to use, occupy or permit the use or occupancy of any building, mobile home, or premises, or all parts thereof hereafter created, erected, changed, converted, or wholly or partly altered or enlarged in its use or structure until a Certificate of Occupancy shall have been issued therefore by the Building Official and the Zoning Administrator stating that the proposed use of the building or land conforms to the requirements of this Ordinance.

Failure to obtain a Certificate of Occupancy shall be a violation of this Ordinance, and punishable under Article XV, Section 1502, Zoning Ordinance Violations. *(Amended Ord 2009-77)*

1403. **Change of Tenant.** A new tenant shall not enter or occupy a building, unit or other commercial structure until all permits has been filed, reviewed, and approved by the Zoning Administrator in conformity with the provisions of this Ordinance or a building permit has been issued. *(Amended Ord 2009-77)*

1404. **Electrical Power Only Permit Required.** Permanent electrical service shall not be provided until all permits has been filed, reviewed, and approved by the Zoning Administrator in conformity with the provisions of this Ordinance. *(Amended Ord 2009-77)*

1405. **Expiration of Building Permit.** If the work described in any building permit has not begun six (6) months from the date of issuance thereof, said permit shall expire. It shall be cancelled by the Building Official and written notice shall be given to the persons affected.