

# Saluda County – New Home Permit Submittal Requirements

Updated 8-21-2019

## NEW SINGLE FAMILY DWELLING-Built on site

1. Permit application completely filled out
2. 2 sets of house plans
  - Mechanical, Electrical and plumbing fixtures must be shown on the plans
  - Truss layouts ,engineered joist and LVL's must be identified
  - Foundation details must be on the plans
3. A water and septic verification letters-proof of both
4. Contractors must have a current business license
5. If in Flood Plain, we must obtain the following before a permit can be issued
  - a. If dwelling is being built in flood plain, we will require a Basic Flood Elevation Certificate or survey
  - b. Plans stamped by an engineer or surveyor

## RESIDENTIAL- ADDITION

1. Permit application completely filled out
2. 2 sets of plans
  - Must have the foundation/footing details
  - Must show existing and new areas
  - Truss layout or roof design
  - Indicate all LVL's, engineered lumber
  - Show attachment method to the existing structure
3. A copy of the site plan that shows the 100 year flood plain area
4. Contractors must have a current business license
5. If in Flood Plain, we must obtain the following before a permit can be issued:
  - a. If dwelling is being built in flood plain, we will require a Basic Flood Elevation Certificate or survey
  - b. Plans stamped by an engineer or surveyor

## RESIDENTIAL MOBILE/MANUFACTURED HOMES- NEW

1. Permit application completely filled out
2. A site survey indication the location placement of the home and the 100 year flood plain
3. The contracted installers name and license number
4. A copy of the title, form 400 or a bill of sale
5. A water and septic verification letter of proof
6. If in Flood Plain, we must obtain the following before a permit can be issued
  - a. If dwelling is being built in flood plain, we will require a Basic Flood Elevation Certificate or survey
  - b. Plans MUST be stamped by an engineer or surveyor

### RESIDENTIAL MOBILE/MANUFACTURED HOMES- MOVING PERMITS

1. Permit application completely filled out
2. The contracted movers name and license number
3. A copy of the title, form 400 or a bill of sale
4. A copy from the tax office showing that all property taxes have been paid.

### RESIDENTIAL INTERIOR ALTERATIONS

1. Permit application completely filled out
2. 2 sets of plans
  - Must show existing and new areas
  - Truss layout or roof design if applicable
  - Indicate all LVL's, engineered lumber
3. A copy of the site survey showing the 100 year flood plain area
4. Contractors must have a current business license

### RESIDENTIAL DECKS AND PORCHES

1. Permit application completely filled out
2. 2 sets of plans
  - Plans must show existing /proposed
  - Framing details
  - Railing details
  - Stairway and handrail details
3. A copy of the site survey showing the 100 year flood plain
4. Contractors business license
5. **If in Flood Plain, we must obtain the following before a permit can be issued**
  - a. If dwelling is being built in flood plain, we will require a Basic Flood Elevation Certificate or survey
  - b. Plans stamped by an engineer or surveyor

### RESIDENTIAL STORAGE SHEDS

1. Permit application completely filled out
2. 2 sets of plans –Provide all details
3. Site survey if you're in a flood zone area.
4. Contractors business license when applicable
5. **Amps:**
  - a. **Maximum 60amp for storage shed**
  - b. **Maximum 100amp for Pole barn**
  - c. **Any additional amps will require approval from building official.**

### **POLE BUILDING**

1. Permit application completely filled out
2. 2 Sets of plans
  - a. Plans can be drawn and must have the following:
    - i. Show location of flat
    - ii. Footing details
    - iii. Size of building
    - iv. Type of trusses or stick built structure
    - v. Set back distance showing all 4 sides
3. Amps:
  - a. Maximum 100amp for Pole Building
  - b. Any additional amps will require approval from building official.

### **ELECTRICAL, MECHANICAL or PLUMBING PERMIT- ONLY**

1. Permit application completely filled out
2. Contractor's license

### **SWIMMING POOLS**

1. Permit application completely filled out
2. 2 sets of plans – showing the size, location of equipment and any related plumbing. The drawings must show the decking around the pool and the grounding of all equipment. It must include the wet niche fixtures, show the GFCI receptacles and the distance from the pool and any electrical components such as lights, power lines crossing over the pools etc. All residential pools must have a fence and an alarm system from any doors exiting the house leading to the pool area. All gates must be self-latching type.
3. Commercial pools must have the DHEC stamp of approval
4. A site survey is required showing the 100 year flood plain if applicable
5. A copy of the contractors business license

### **CELL TOWER CO-LOCATE**

1. Permit application completely filled out
2. 2 sets of engineered stamped drawings
3. A site survey indicating the location of the new tower and flood plain elevation if applicable
4. A copy of the contractors business license

### **NEW COMMERCIAL CONSTRUCTION**

1. Permit application completely filled out
2. Two sets of engineered stamped plans
3. Two sets of fire alarm and sprinkler plans if applicable
4. A site survey showing the location of the building and the 100 year flood plain if applicable
5. A copy of the contractors business license and GC license
6. A letter of verification/approval from DHEC /FIRE MARSHALLS OFFICE if applicable

## SIGNS

1. Permit application completely filled out
2. 2 sets of plans showing
  - a. Footing details
  - b. Height of sign and mounting information

### Notes:

1. You must have all the above documents before you submit the plans for review.
2. All setbacks must be indicated on the plans. See the adopted ordinance No.10-18, section 6-7 for setback details.
3. Plan reviews take up to 5 days, please make sure to have a valid email address is the best form of contact.
4. **ALL STRUCTURES REQUIRE A COPY OF THE PLAT AND THE BUILDING DRAWN ON THE PLAT SHOWING THE DISTANCE FROM THE SET BACKS ON ALL 4 SIDES AS WELL AS ANY OTHER STRUCTURES ON THE LOT**

If you should have any questions please feel free to reach out to the Building Dept. at 864.445.4500 ext. 2272 and we will be more than glad to assist you.