



CHEROKEE COUNTY

Building Safety

110 Railroad Ave.

Gaffney, SC 29340

Office 864-487-2561

Fax 864-902-1100



COMMERCIAL PERMIT REQUIREMENTS

1. A completed commercial building permit application form.
2. Project must have a confirmed 911 generated address. Call (864) 902-2250 (County Addressing) if one is needed.
3. Identify and comply with any FEMA Floodplain issues.
4. MSDS data for any hazardous materials being used or stored.
5. A soil analysis report may be required.
6. All D.O.T. and D.H.E.C. (road encroachment, septic, demolition, and Grading) permits are required before a building permit is issued.
7. If disturbing less than an acre of land, a DHEC Land Disturbance (less than an acre) Application, must be completed. If disturbing more than an acre of land, then an approval letter from DHEC must be submitted.
8. If a sprinkler system is required, a letter of approval from the State Fire Marshall's Office is required before permitting.

Assembly, Institutional, Educational, and Hazardous Occupancies, regardless of size, require stamped architectural or engineered plans. All other structures over 5000 square feet, require stamped architectural or engineered plans.

Commercial structures (requiring stamped plans) must also provide the following:

1. Three sets of bound, properly stamped and sealed construction plans and a site drawing with fire hydrant locations indicated. (The most remote point of a building can be no more than 500 feet from a hydrant.)
2. A cover sheet detailing Code Analysis for occupancy, construction type, compliance with IBC Codes, and local area design loads.
3. A completed plan review application along with any applications fees.

Plan reviews will be completed within ten (10) business days of Completed plan submittal.