



CHEROKEE COUNTY

Building Safety

110 Railroad Ave.
Gaffney, SC 29340
Office 864-487-2561 Fax 864-902-1100



SINGLE FAMILY RESIDENCE PERMIT REQUIREMENTS

- If the site address is within the Township of Blacksburg, SC, you must first contact Laura Foster at 864-839-2332 to receive an approval document (105 S. Shelby St, Blacksburg, SC) that must be brought to our office before issuance of the permit.
- If the site address is within the Township of Chesnee, SC, you must first go to 201 W. Cherokee St., Chesnee SC 29323 and meet with The Zoning Department 864-461-2225 to receive an approval document that must be brought to our office before issuance of the permit
- If a new address, an address letter from the addressing department, (Lori Kidd) 864-902-2250, verifying the correct site address, must be submitted to our office at the permit Issuance.
- A completed Residential Building Permit Application.
- A properly filed and recorded Disclosure Statement if the permit is being obtained by the property owner.
- A Scope of Work: a description of the work to be done.
- An approval from DHEC on the new septic tank system or a statement, stating that the site is serviced by a public sewer system. If existing septic, we will require a document from a Septic Tank Installer, stating that the existing septic system is in good working order.
- Construction drawings for the new dwelling (these may be owner prepared).
- A site plan showing the location of the dwelling to any related property lines, wells, septic systems, etc.
- Curb Cut Approval and/or Driveway Pipe Installation is required before the first inspection. If the site is on a County Road, please contact Debbie Jones, Roads and Bridges, at 864-487-2536, if the site is on a State Hwy, please contact Dale Chapman from SCDOT at 864-489-2844, or by email chapmancd@scdot.org This must be turned into us verbally or written from the correct agency, before the first inspection.
- 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.
- Payment for any applicable fees.

The State allows a property owner to pull a permit to construct his own home with certain limitations: These limitations are explained in the "Disclosure Statement" mandated by the State of South Carolina. A residential plan review is required for all residential construction projects. This process allows us sufficient time to review construction documents against current codes and verify proper licensing of the contractors. This review process will be completed, and the contractor notified of the results, as soon as possible but no later than three (3) business days after completed submittal.