



# CHEROKEE COUNTY

## Building Safety



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

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### COMMERCIAL PERMIT REQUIREMENTS

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1. 1. If the site address is within the Township of Blacksburg, SC, you must first contact
  - a. Laura Foster at 864-839-2332 to receive an approval document (105 S. Shelby St., Blacksburg, SC 29702) that must be brought to our office before issuance of the
  - b. Permit.
2. If the site address is with the Town limits of Chesnee, SC, you must first go to 201
  - a. West Cherokee St. Chesnee, SC 29323 and receive approval from the zoning
  - b. Department. 864-461-2225
3. A completed plan review application form.
4. A completed commercial building permit application form.
5. Project must have a confirmed 911 generated address. Call Lori Kidd at (864) 902-2250 (County Addressing) if one is needed.
6. Driveway encroachment approval SCDOT Katherine Blanton (864) 489-2844. If County Road please contact Roads and Bridges (Debbie Jones) 864 487-2536.
7. Identify and comply with any FEMA Floodplain issues.
8. MSDS data for any hazardous materials being used or stored.
9. A soil analysis report may be required.
10. All D.O.T. and D.H.E.C. (road encroachment, septic, demolition, and
  - a. Grading) permits are required before a building permit is issued.
11. If disturbing less than an acre of land, a DHEC Land Disturbance (less than an
  - a. acre) Application, must be completed. If disturbing more than an acre of land,
  - b. then an approval letter from DHEC must be submitted.
12. If a sprinkler system is required, a letter of approval from the State Fire
  - a. 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 and/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 the Completed Plan Submittal***