



CHEROKEE COUNTY

Building Safety

110 Railroad Ave.

Gaffney, SC 29340

Office 864-487-2561 Fax 864-902-1100



Residential Building Permit Requirements

- 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 the site address is within the Township of Blacksburg SC, please contact Blacksburg Town Hall 105 S Shelby St. Blacksburg, SC 29702 864-839-2333.
- If a new address, an address letter from the addressing department, (Brian Hamrick) 864-902-2250, verifying the correct site address, must be submitted to our office at the permit issuance. Brian.hamrick@cherokeecountysc.com
- 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 septic tank system or a statement (Permit to Construct Document), stating that the site is serviced by a public sewer system. Please contact DHEC at scdhec.gov/environment/septic-tanks
- 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 at Roads and Bridges, at 864-487-2536 or by email debbie.jones@cherokeecountysc.com, if the site is on a State Hwy, contact Bob Schoonover or Katherine Blanton from SCDOT at 864-489-2844 or by email SchoonoverRJ@scdot.org, and BlantonKL@scdot.org. This must be turned into our office by email or letter 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 with site plan (with set-backs) and narrative. 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.