



CHEROKEE COUNTY

Building Safety

110 Railroad Ave.

Gaffney, SC 29340

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



Commercial 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 or call 864-461-2225 to talk with The Zoning Department 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 at 105 S Shelby St. Blacksburg, SC 29702 or 864-839-2333.
- A completed Commercial Building Permit Application and Plan Review Application.
- If a new address, an address letter from the addressing department, Brian Hamrick contact at Brian.hamrick@cherokee-county-sc.com or 864-902-2250, must be obtained to verify the correct site address.
- Approval from DES on the septic tank system (Septic Permit to Construct) or a statement stating that the site is serviced by a public sewer system. Please contact DES at or 1-855-731-2504 or des.sc.gov/permits-regulations/septic-tanks
- Identification and compliance with any FEMA floodplain areas
- MSDS for any hazardous materials being used and/or stored
- If a sprinkler system is required, must provide approval from the State Fire Marshalls office
- Life safety plan
- If disturbing less than an acre of land, all construction applications must be submitted via E-Permitting at des.sc.gov/permits-regulations/permit-central/epermitting. Receipt of submission documents from DES must be turned into our office upon submitting for a permit.
- 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@cherokee-county-sc.com, if the site is on a State Hwy, contact the SCDOT at 864-489-2844 or by email at 18644875592@fax.nwncloud.com This must be turned into our office by email or letter from the correct agency, before the first inspection.
- Payment for any applicable fees.

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 Permits Requiring Stamped Plans Require The Following Paperwork:

- Three sets of stamped drawings with a site plan with hydrants shown, the most remote point of a building can be no more than five hundred feet from a hydrant.
- Cover sheet detailing code summary for the occupancy, construction type, code compliance, and local area design loads

Plan reviews should be completed within fifteen business days of the completed plan submittal