



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 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 Residential Building Permit Application.
- A properly filed and recorded Disclosure Statement if the permit is to be obtained by the property owner.
- If a new address, an address letter from the addressing department, Brian Hamrick contact at Brian.hamrick@cherokeecountysc.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
- A Scope of Work: description of the work to be done.
- A site plan showing the location of the dwelling to any related property lines, wells, septic systems, etc., showing setbacks from the front, sides and rear.
- Construction drawings for the new dwelling (may be owner prepared).
- 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@cherokeecountysc.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.

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 should be completed in five (5) business days after completed submittal.