



CHEROKEE COUNTY

Building Safety

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

RESIDENTIAL BUILDING PERMIT APPLICATION

<input type="checkbox"/> Single Family	<input type="checkbox"/> Multi Family	<input type="checkbox"/> Modular
<input type="checkbox"/> Accessory Building	<input type="checkbox"/> Solar	<input type="checkbox"/> Addition
<input type="checkbox"/> Carport/Garage	<input type="checkbox"/> Remodel	<input type="checkbox"/> Roof
Other: _____		Permit # _____

Description of Work: _____

OWNER

Owner's Name _____
 Mailing Address _____
 Phone _____ Email _____
 Building Site Address _____
 Parcel Number _____

Is the address in a designated flood zone? YES ___ NO ___
If home is in a designated flood zone, a design professional must be involved.

CONTRACTOR

Name: _____
 Address: _____

 Email: _____
 Phone: _____
 License #: _____ License Expiration Date: _____

DESCRIPTION OF HOME OR STRUCTURE

Square feet Basement: Heated _____ Unheated _____
 Square feet Bonus Room: Heated _____ Unheated _____
 Square feet: Garage _____ Carport _____ Covered Porches _____
 #Stories _____ #Bedrooms _____ #Bathrooms _____
 Siding Type _____ Fireplace _____
 Total Square feet under roof _____ Heated _____ Unheated _____

OVER

Foundation Type: Block ___ Brick Veneer ___ Pier & Curtain ___ Slab ___

Roof Framing: Truss ___ Rafter ___ Rafter Size _____

Roof Covering: Shingles ___ Metal ___ Other _____

Type of Heat _____

Power Company _____ Gas Company _____

Water Company _____ Fire District _____

Applicable Code 2021 SCRC

Plan Type: Sealed: ___ Generated: ___ Owner Prepared: ___

Public Sewer: ___ Existing Septic: ___ New DHEC Septic Permit # _____

All driveways on SCDOT Roads need approval before the first inspection.

New County Road Driveways need approval before permit issuance.

Setbacks

Single Family Residence

Front property line 35' Local Road	Yes___ No___
Front property line 45' Collector Road	Yes___ No___
Front property line 55' Arterial/Primary Road	Yes___ No___
Left side 10 feet minimum?	Yes___ No___
Right side 10 feet minimum?	Yes___ No___
Rear of Property 25 feet minimum?	Yes___ No___

Is a Neighborhood Covenant or HOA on this property? Yes___ No___
Permit applicant to comply with these regulations.

Accessory Structure / Structures

Front property line 35' Local Road	Yes___ No___
Front property line 45' Collector Road	Yes___ No___
Front property line 55' Arterial/ Primary Road	Yes___ No___
Left side 10 feet minimum?	Yes___ No___
Right side 10 feet minimum?	Yes___ No___
Rear of Property 8 feet minimum?	Yes___ No___

***NOTE: A string may be required to be pulled along the property line for setback verification. ***

OWNER BUILDER:

A disclosure statement must be recorded at the Register of Deeds Office before a permit may be issued.

Project Cost: _____

Permit Cost: _____ Check ___ Cash ___ CC ___

Signature _____

Date _____



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MANUFACTURED HOME PERMIT APPLICATION

___ Complete Set-up
___ License Only
___ De-Title

___ Single Wide
___ Double Wide
___ Multi-Sectional

Tax Year _____ Sticker # _____ Permit # _____

Owner/Renter: _____
Address of Home: _____
Parcel Number: _____
Phone#: _____

Is the address in a designated flood zone? YES ___ NO ___

If home is in a designated flood zone, a design professional must be involved.

Mailing Address for Tax Notices: _____

Land Owner of Mobile home Site: _____

Power Company: _____ Septic: New ___ Existing ___ Sewer ___

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MANUFACTURED HOME SPECIFICATIONS

Manufacturer _____ Model _____ Year _____ Size ___ X ___

Color _____ Trim _____ Vin # _____

Deck Size: Front ___ X ___ Back ___ X ___ Underpinning Type _____

Fireplace: Wood ___ Gas ___ Central Air _____

Purchase Price _____ Home Purchased From _____

Contact Phone Number from Manufactured Home Company: _____

Existing Manufactured Home on Property Future Location: _____

Location Of Home Prior To This Set Up: _____

Total Project Cost: _____

CONTRACTOR:

TYPE: (Manufactured Housing Contractor, Installer, Mover, Homeowner, Residential Builder)
(Circle one please)

Name: _____

Address: _____

Email: _____

Phone#: _____

License# _____ License Expiration Date: _____

For Information Purposes Only

Mechanical Contractor: _____

Electrical Contractor: _____

Plumbing Contractor: _____

Setbacks

Front property line 35' Local Road	Yes ___ No ___	Is a Neighborhood Covenant or HOA on this property? Yes ___ No ___ Permit applicant to comply with these regulations.
Front property line 45' Collector Road	Yes ___ No ___	
Front property line 55' Arterial/Primary Road	Yes ___ No ___	
Left side 10 feet minimum?	Yes ___ No ___	
Right side 10 feet minimum?	Yes ___ No ___	
Rear of Property 25 feet minimum?	Yes ___ No ___	

***NOTE:** *A string may be required to be pulled along the property line for setback verification.**

Permit Cost _____ **Check#** _____ **Cash** _____ **CC Type** _____

The undersigned hereby certifies that the above information is true and correct. The permit holder is to comply with all County, State, and Federal laws and ordinances.

Signature _____

Date _____



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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@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
- 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.

Driveway Approvals:

- **SCDOT Roads:** All driveways on SCDOT Roads need approval. This approval has to be turned into the Building Safety Dept. before the first inspection. Contact SCDOT at 864-489-2844 or by email at 18644875592@fax.nwncloud.com
- **County Roads:** All new County Road driveways need approval. This approval has to be turned into the Building Safety Dept before the permit issuance. Please contact Jackie Wyatt at the Cherokee County Roads and Bridges Dept at 864-487-2536 or by email at Jackie.wyatt@cherokeecountysc.com
- 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 twenty business days per building of the completed plan submittal



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Manufactured Home Set-Up Permit Requirements

- A South Carolina licensed Manufactured Home Set-Up Contractor or Manufactured Home Installer to pull 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 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 Manufactured Home Permit Application.
- A copy of the SC Title in the owner's name or copy of the Sales Agreement from a manufactured home dealership if it is a new home
- A copy of the Moving Permit. If moving within Cherokee County, will need the SC Title in the owner's name, Manufactured Home Moving Permit application, and Manufactured Home Tax Clearance Form to obtain the moving permit.
- 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 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.

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- **County Roads:** All new County Road driveways need approval. This approval has to be turned into the Building Safety Dept before the permit issuance. Please contact Jackie Wyatt at the Cherokee County Roads and Bridges Dept at 864-487-2536 or by email at Jackie.wyatt@cherokeecountysc.com
- Payment for any applicable fees.

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.



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- 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).

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- 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.

