



# Building Permit Application

P.O. Box 1228 – 100 Ribaut Rd  
Beaufort, SC 29901  
Ph: (843) 255-2065 Fx: (843) 255-9410



## General Info

<b>Permit Fee: \$</b>		<b>Permit Number:</b>	
Nature of Use : <input type="checkbox"/> Commercial <input type="checkbox"/> Residential <input type="checkbox"/> Other _____			
Nature of Work: <input type="checkbox"/> New Installation <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Addition    Alteration    Repair    Agricultural Only			
Project Address/Location: (Include Building or Suite Number)			
Legal Discription of Property (PIN#):	Square Ft. Under Roof:	Square Ft. Heated:	
Lot Square Footage:	Impervious Surface:	Pervious Surface:	
Existing Use (Ex. Residence, Business, Church, Resturant, etc.):		Heating/Cooling Type:	
Contract Amount or Total Cost of Construction (Material & Labor) \$		FLOOD ZONE:	BFE:
Description of Work:		Type of Sewage:	Frame Type:
Number of Units:	Number of Bedrooms:	Number of Bathrooms:	Number of Stories:

## Owner/Tenant/Permit Holder Info

<b>5. Property Owner/Lessee Tenant Name:</b> Check one <input type="checkbox"/> Owner <input type="checkbox"/> Tenant		Telephone:	Fax:
Address:	City:	State:	Zip Code:    E-Mail Address:
<b>6. Applicant Name:</b> Check one    Property Owner    Authorized Agent of Property Owner		Telephone:	Fax:
Address:	City:	State:	Zip Code:    E-Mail Address:

## Contractor Info See Part III for Exemptions

<b>7. Contractor Name:</b>		Telephone:	Fax:
Address:	City:	State:	Zip Code:    E-Mail Address:
State License No:	License Class:	Beaufort County Business License:	

I understand the following:

- All subcontractors are required to be properly licensed or registered in accordance with state law.
- The permit card must be posted in a conspicuous place on the premises and a means of personnel toilet facilities provided on site.
- Permit is void if work is not started within six months from date of issuance. Permit is void if work is abandoned for a six month period.
- The undersigned owner or agent understands that the approval of this application does not constitute a privilege to violate any applicable government ordinances, codes, or laws and that any omission of or misrepresentation of fact with or without intention of the undersigned or any alteration or change from this application shall constitute grounds for the revocation of any permit issued which was based on the approval of this application.

Contractor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Part I (Must be completed for all permits/approvals)

Plan Review: All plans must be legible and drawn to scale.

**Commercial Projects:**

- o Completed Application and Sub-Roster
- o 2 Printed Copies (24"x36") of Building Plans
- o 2 Approved Site Plans
- o 1 Digital Copy of Building Plans
- o Electrical Load Calculation
- o DHEC Permits
- o Verification of DRT and Zoning Compliance
- o Storm Water and Encroachment Permits

**Residential Projects:**

- o Completed Application and Sub-Roster
- o 2 Printed Copies (24"x36") of Building Plans
- o 2 Approved Site Plans
- o 1 Digital Copy of Building Plans
- o Electrical Load Calculation
- o County Stormwater and DHEC Permits
- o Verification of Zoning Compliance
- o Energy Code Documentation

**Email all digital documentation as PDF files to [wbcodes@bcgov.net](mailto:wbcodes@bcgov.net)**

**General Contractor - Commercial Projects**

**"The South Carolina Contractor's Licensing Act requires general and mechanical construction to be performed by licensed contractors". Work performed on projects is exempt from this requirement only for the following reasons:**

1. The total cost of construction is less than \$10,000.00 (includes materials and labor for entire project);
2. The property will be used solely by the owner and his immediate family as a residence for a period of at least two years;
3. For non residential projects, work performed by the owner is limited to nonstructural and non mechanical portions of the project, or;
4. The project is a wood frame farm building or portable storage building less than five thousand square feet used only for livestock or storage.

**Residential Builder - Residential Projects**

**A Residential Builder is not required when exempt by Section 40-59-260 (A) of Title 40, Chapter 59.**

1. The project is a one-family or two-family residence.
2. The building must be for your own use and occupancy.
3. It may not be built for sale or rent.
4. State law prohibits the sale or rent of such property for two years after the completion date of the project.
5. You may not hire an unlicensed person as your residential builder or specialty contractor.
6. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances.
7. Your construction must comply with all applicable laws, ordinances, building codes and zoning regulations.

**Owner/Builder Exemption Disclosure Statement**

"State law requires construction to be done by licensed residential builders and specialty contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own builder even though you do not have a license. You must supervise the construction yourself. You may build or improve a one or two family residence. The building must be for your own use and occupancy. It may not be built for sale or rent. If you sell or rent a building you have built yourself within two years after construction is complete, the law will presume that you built it for sale or rent, which is a violation of this exemption. You may not hire an unlicensed person as your residential builder or specialty contractor. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances. Your construction must comply with all applicable laws, ordinances, building codes, and zoning regulations." (Section 40-59-260 S.C. Residential Builders Commission License Law) Article 7.13 of Beaufort County Electrical Licensing Ordinance allows a home owner to do electrical work his or her home in which they live. (Primary residence)

As an owner/builder constructing a residential building or structure under the above exemption, you must promptly file as a matter of public record a notice with the Register of Deeds, indexed under the owner's name in the grantors index, stating that the residential building or structure was constructed or altered by the owner as an unlicensed builder. Failure to do so revokes the statutory exemption. Violations are subject to penalties under law.

Part II

Part III