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206 W. Front St  
Liberty, SC 29657  
864-843-3177

# PLUMBING PERMIT APPLICATION



Department of Building Safety  
4795 South Church St. Ext. - Suite 2  
Roebuck, SC 29376  
864-586-6111

**PLEASE DIRECT ANY QUESTIONS TO PERMITS@CCISERVICESLLC.COM OR 864-586-6111 EXT 2**  
**PROOF OF ID MUST BE SUBMITTED WITH APPLICATION**  
**(\*A) MUST PROVIDE COPY OF SIGNED CONTRACT CONTAINING DOLLAR AMOUNT FOR SCOPE OF WORK**

**OFFICE USE ONLY:**

APPLICATION SUBMITTAL DATE: \_\_\_\_\_ RESIDENTIAL \_\_\_\_\_ ENGINEER REQUIRED \_\_\_\_\_

PERMIT NUMBER(S): \_\_\_\_\_ COMMERCIAL \_\_\_\_\_

FACILITATOR'S INITIAL

\_\_\_\_\_

**DESCRIPTION OF WORK:**

**TYPE OF WORK (check all that apply) :**

NEW      REMODEL      CHANGE OUT FIXTURES      REPAIRS      ADDITION

GROSS SQUARE FOOTAGE OF ENTIRE BUILDING:

GROSS SQUARE FOOTAGE OF THE TENANT SPACE:

**RESIDENTIAL PROJECT: - Complete this section**

PARCEL ID #:

PROPERTY OWNER'S NAME:

PROPERTY OWNER'S PHONE # WITH AREA CODE:

PROPERTY OWNER'S MAILING ADDRESS:

CITY:

STATE:

ZIP:

INSTALLATION STREET ADDRESS:

CITY:

STATE:

ZIP:

PROPERTY OWNER'S EMAIL ADDRESS:

**COMMERCIAL PROJECT: - Complete this section**

PARCEL ID #:

PROPERTY OWNER'S NAME:

PROPERTY OWNER'S PHONE # WITH AREA CODE:

NAME OF BUSINESS/LESSEE:

SHOPPING CENTER / DEVELOPMENT NAME:

BUSINESS MAILING ADDRESS:

CITY:

STATE:

ZIP:

INSTALLATION STREET ADDRESS:

CITY:

STATE:

ZIP:

PROPERTY OWNER'S EMAIL ADDRESS:

<b>CONTRACTOR CONTACT INFORMATION:</b>		STATE LICENSE (LLR) #:	
BUSINESS NAME:		D/B/A:	
BUSINESS MAILING ADDRESS:		CITY:	STATE: ZIP:
BUSINESS CONTACT'S NAME:		BUSINESS PHONE # WITH AREA CODE:	
BUSINESS CONTACT'S EMAIL ADDRESS:		BUSINESS CONTACT'S PHONE # WITH AREA CODE:	
<b>(*A) CONTRACT AMOUNT:</b>	\$	Do you have a current business license? Yes, #: No	

**Contractors: A CITY BUSINESS LICENSE IS REQUIRED IN ORDER TO OBTAIN A PERMIT AND CONDUCT WORK.**

**City of Liberty**

**BUILDING CODES FEE SCHEDULE - EFFECTIVE July 6, 2020  
FEE SCHEDULE IS LOCATED UNDER PERMITS ON THE WEBSITE**

**IMPORTANT NOTES**

- There must be a properly posted address as required by the SCBC section 502.1, SCRC section R319 and SCFC section 505.
- RESIDENTIAL PROJECTS- Any gas appliance installed whether it be a new, replacement or exact change out shall have a carbon monoxide alarm installed as required by the SCRC section R315.2.2. If we cannot enter the residence to ensure a CO detector is installed, we will need to request a letter from the permit applicant. This letter will need to state that prior to calling for the final inspection the contractor/selling agent confirmed this residence has CO detectors installed as required by the SCRC section R315.2.2.
- COMMERCIAL PROJECTS- Carbon monoxide detection shall be provided in I-1, I-2, I-4 and R occupancies and in classrooms in Group E occupancies in the locations specified in SCFC section 915.2 where any of the conditions in sections 915.1.2 through 915.1.6 exist.
- For individuals wishing to build and/or improve their own home without the use of a licensed residential builder or specialty contractor, a Residential Disclosure Certification Form is required. This form is available on our website.

IN THE EVENT OF A REQUEST FOR CANCELLATION OR REFUND OF A PERMIT, IF GRANTED, THE MINIMUM PERMIT FEE (residential/ commercial) WILL BE NONREFUNDABLE.  
ALL PERMITS EXPIRE 6 MONTHS (180 days) AFTER ISSUANCE OR LAST INSPECTION. ONCE A PERMIT EXPIRES, ALL FEES ARE NON-REFUNDABLE, INCLUDING THE MINIMUM FEE.

**A 3% CONVENIENCE FEE WILL BE ADDED TO ALL CREDIT/DEBIT CARD PAYMENTS.**

**THERE WILL BE A \$30.00 SERVICE FEE ON ALL RETURNED CHECKS.**

**SIGNATURE:**

By signing this application, I hereby certify that I am the owner or an authorized agent of the owner or company performing work stated above. I further certify that all information in this application is true/correct and that all work will comply with the South Carolina State Building Code and all other applicable state and local laws. I understand that if any information provided is found to be incorrect or falsely stated that this permit will be null and void and that I may be responsible for violation of other related laws and local ordinances. The Department Of Building Safety shall be notified of any changes in the approved plans or specifications for the project as permitted.

APPLICANT'S NAME (printed):	COMPANY NAME:	TITLE:
APPLICANT'S EMAIL ADDRESS:	APPLICANT'S PHONE # WITH AREA CODE:	
APPLICANT'S SIGNATURE:		

**PLEASE CLICK THE SUBMIT BUTTON TO SEND YOUR COMPLETED APPLICATION AND ATTACH ALL REQUESTED DOCUMENTS**