



# SWIMMING POOL PERMIT APPLICATION



**PLEASE DIRECT ANY QUESTIONS TO PERMITS@CCISERVICESLLC.COM OR 864-586-6111 EXT 2**

**PROOF OF ID MUST BE SUBMITTED WITH APPLICATION**

**CONTRACTORS: MUST HAVE A CITY BUSINESS LICENSE PRIOR TO APPLYING FOR PERMIT**

**(\*A) MUST PROVIDE COPY OF SIGNED CONTRACT CONTAINING DOLLAR AMOUNT FOR SCOPE OF WORK**

**OFFICE USE ONLY:**

APPLICATION SUBMITTAL DATE: \_\_\_\_\_ RESIDENTIAL \_\_\_\_\_

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

FACILITATOR'S INITIAL

\_\_\_\_\_

**DESCRIPTION OF WORK:**


**LOCATION INFORMATION:**

IN GROUND POOL \_\_\_\_\_ ABOVE GROUND POOL \_\_\_\_\_ OTHER (hot tub, etc.) \_\_\_\_\_

**RESIDENTIAL PROJECT: - Complete this section**

**PARCEL ID #:**

PROPERTY OWNER'S NAME:		PROPERTY OWNER'S PHONE #: (     )     -	
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 #: (     )     -	
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:			

**CONTRACTOR/INSTALLER CONTACT INFORMATION:** EF3F7>;57@E7/>>Dfi ,

BUSINESS NAME:	D/B/A:		
BUSINESS MAILING ADDRESS:	CITY:	STATE:	ZIP:
BUSINESS CONTACT'S NAME:	BUSINESS PHONE #:		( ) -
BUSINESS CONTACT'S EMAIL ADDRESS:	BUSINESS CONTACT'S PHONE #:		( ) -

**LICENSED ELECTRICIAN: - \*\*\* MUST PROVIDE A COPY OF LICENSE \*\*\***

NAME OF ELECTRICIAN:	EF3F7>;57@E7/>>Dfi ,
ELECTRICIAN'S EMAIL ADDRESS:	ELECTRICIAN'S PHONE #: ( ) -

<b>(*A) CONTRACT AMOUNT:</b>	\$ _____	Do you have a current business license?
		Yes, #: _____ No _____

**CONTRACTORS: YOU MUST PURCHASE A CITY BUSINESS LICENSE 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**

- Pool Fence or Barrier Agreement is required to process this permit.
- Temporary construction barrier must be installed after excavation.
- Permanent fence/barrier must be installed prior to final inspection.
- Submit full set of construction documents with application for commercial projects.

**RE-INSPECTION FEE**  
 For 2nd and subsequent inspections..... \$53.00

**PERMIT RENEWAL &/or UPDATE FEE**  
 \$53.00 per each renewal.

**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 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.

All work shall comply with Ordinances and International Codes. I certify the information given on this application is true and correct.

APPLICANT'S NAME (printed):	COMPANY NAME:	TITLE:
APPLICANT'S EMAIL ADDRESS:	APPLICANT'S PHONE #: (        )        -	
APPLICANT'S SIGNATURE:		

PERMIT REQUESTS RECEIVED AFTER 4:00pm WILL BE PROCESSED THE NEXT BUSINESS DAY

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



## POOL FENCE OR BARRIER AGREEMENT

As the owner of the property located at \_\_\_\_\_,  
I am aware of, and have received a copy of the requirements for the enclosure of a pool  
in accordance with Section 3109 of the South Carolina Building Code which has been  
adopted by the City of Liberty, SC.

I take full responsibility, as the property owner, for ensuring that the pool fence or barrier  
is installed around the pool or spa during and after construction. Also, that the pool or  
spa will not be filled with water until either a temporary fence or barrier is installed  
around the pool or spa.

I further agree and acknowledge that a final inspection will not be conducted until the  
installation of a permanent barrier is installed around such pool or spa.

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(Owner's Printed Name)

(Owner's Phone Number)

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(Owner's Signature)

(Date)

SWORN TO before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20 \_\_\_\_\_  
\_\_\_\_\_ (SEAL)

Notary Public for South Carolina

My Commission Expires: \_\_\_\_\_

**City of Liberty**  
206 W. Front Street  
Liberty, SC 29657  
864-843-3177

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