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

# SITE WORK 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: \_\_\_\_\_ B \_\_\_\_\_ F \_\_\_\_\_ FLOOD \_\_\_\_\_ PW \_\_\_\_\_

PERMIT(S) NUMBERS: \_\_\_\_\_

FACILITATOR'S INITIALS

PLANS APPROVED? YES \_\_\_\_\_ NO \_\_\_\_\_

ZONING APPROVED? YES \_\_\_\_\_ NO \_\_\_\_\_

**PROPERTY TYPE:**

RESIDENTIAL

COMMERCIAL

**PROPERTY LOCATION/ADDRESS: - Complete this section**

Parcel ID #:

SUBDIVISION:

DEVELOPMENT NAME:

PROPERTY STREET ADDRESS:

CITY:

STATE:

ZIP:

LOT #:

BUILDING #:

**PROPERTY OWNER'S INFORMATION (if not the applicant):**

PROPERTY OWNER'S NAME:

PROPERTY OWNER'S PHONE # WITH AREA CODE:

PROPERTY OWNER'S STREET ADDRESS:

CITY:

STATE:

ZIP:

PROPERTY OWNER'S MAILING ADDRESS:

CITY:

STATE:

ZIP:

PROPERTY OWNER'S EMAIL ADDRESS:

**CONTRACTOR CONTACT INFORMATION:**

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:

**TYPE OF WORK:**

Creating or Expanding an Asphalt or Concrete Area  
Grading and Seeding Only  
Completing Site Work (including Utilities, Grading, Paving and Foundation) for future building construction  
Other:

\*\* Additional permits will be required for future building construction.

<b>GROSS SQUARE FOOTAGE:</b>	EXISTING	NEW
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**DESCRIPTION OF WORK:**


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

**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.

I certify the information given on this application is true and correct.

APPLICANT NAME (PRINTED):	COMPANY NAME:	TITLE:		
APPLICANT'S MAILING ADDRESS:	CITY:	STATE:	ZIP:	
APPLICANT'S EMAIL ADDRESS:		APPLICANT'S PHONE # WITH AREA CODE:		
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**