



RESIDENTIAL ADDITION / ACCESSORY / DECK 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 _____ Z _____

PERMIT(S) NUMBERS: _____

FACILITATOR'S INITIALS

ZONING APPROVED? YES _____ NO _____

PROPERTY LOCATION/ADDRESS: - Complete this section

Parcel ID #:

ZONING DISTRICT:		PROPERTY ACRES:	SUBDIVISION NAME:		
STREET ADDRESS:		CITY:	STATE:	ZIP:	
PROPERTY OWNER'S NAME:				NEW OWNER: YES NO	
PROPERTY OWNER'S MAILING ADDRESS:		CITY:	STATE:	ZIP:	
PROPERTY OWNER'S EMAIL ADDRESS:			PROPERTY OWNER'S PHONE # WITH AREA CODE:		

PROPERTY AND USE:

NOTE: IF THE PROPERTY OWNER IS PERFORMING THE WORK OR IS TAKING RESPONSIBILITY FOR THE PROPOSED WORK, THE OWNER MUST COMPLETE THE "Residential Disclosure Certification Form"

<p>Is the property owner performing this work? Yes (if yes, skip contractor section below) NO</p>	<p>Property Description: Owner Occupied Rental/Lease Sale</p>
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CONTRACTOR CONTACT INFORMATION:

STATE LICENSE (LLR) #:

BUSINESS NAME:		D/B/A:			
BUSINESS MAILING ADDRESS:		CITY:	STATE:	ZIP:	
CONTACT'S NAME:	BUSINESS PHONE # WITH AREA CODE:		CONTACT'S MOBILE PHONE # WITH AREA CODE:		
CONTACT'S EMAIL ADDRESS:					

DESCRIPTION OF WORK:

Empty table for description of work.

ACCESSORY STRUCTURE: Square Footage of Home:

Are there any Existing Accessory Structures on the Parcels (shed, pools and other structures not attached to the house)?:
Yes No (If yes, illustrate the location and size of the structure on site plan) Size: Square Foot:

Will the Proposed Structure replace any Existing Structures? Yes No (If yes, illustrate on the Site Plan)

Size(s) of Accessory Structures (Decks, Porches, Sheds, Carports): (total square feet)(Illustrate the location and size of the structure on the site plan)

BUILDING / ZONING PERMIT NOTE: Building Plans are Required for construction of Decks, Carports and Porches: two (2) copies of scaled Construction Plans including Survey or Site Plan (to include dimensions and setbacks) in each set and for deck construction refer to deck construction handout.

PROJECT INFORMATION:
Addition Remodel Repair Other

STRUCTURE TYPE:
Single Family Duplex Carport/Porch Garage Deck Accessory Structure Other

Existing Square Feet of Home: Demolition: Heating Source:
Proposed Additional Square Feet: Structural Electrical
Total Combined Square Footage: Non-Structural Gas
DHEC APPROVAL REQUIRED: Utility Company:
Yes No

(*A) CONTRACT AMOUNT: \$ 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

- 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 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'S NAME (printed):	COMPANY NAME:	TITLE:
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



**** ALL DECK CONSTRUCTION SUBMITTALS REQUIRE A PLAN REVIEW AND ISSUANCE OF A BUILDING PERMIT**

BUILDING PERMIT SUBMITTAL REQUIREMENTS: Complete the Residential Addition/Accessory application, supply a copy of a building sketch plan illustrating checklist requirements listed below OR completion of the Building Plan Review handout attached.

ZONING PERMIT SUBMITTAL REQUIREMENTS: Supply a copy of a site plan that is drawn to scale and shows property lines, lot dimensions and area; the location and dimensions of proposed and existing structures and driveway should be included as well as setbacks from all property lines.

The building sketch plan must illustrate the following information:

REQUIREMENT:	APPLICANT TO INITIAL	FACILITOR TO VERIFY
Provide deck footing depth below grade and size of footing (width and thickness).		
Provide type of decay resistant lumber (pressure treated wood, cedar, etc.).		
Provide deck ledger board attachment to house - bolt & nail size, type and spacing. NOTE: Ledgers cannot be attached to/through masonry wall covering.		
Provide deck ledger board flashing material or indicate treated house band.		
Provide deck joist size and column support and spacing.		
Provide deck girder/beam size and methods of connections to girder.		
Provide deck post size and method of connection to girder and footing.		
Provide height of deck above finished grade. Indicated type of material bracing method for deck.		
Provide deck handrail and guardrail height and picket spacing.		
Provide deck/porch stairway rise and run, number and size stringers, handrail dimensions and stringer attachment method.		

**** PLEASE NOTE:**

DECK BOARD SHALL NOT BE INSTALLED UNTIL THE STRUCTURAL FRAMING INSPECTION HAS BEEN COMPLETED AND APPROVED

The purpose of this handout is to provide homeowners and contractors with a plan sheet that can be completed and used when submitting a deck permit application.

****In order for this plan sheet to be accepted for review, all fill in the blank items below must be completed****

