

# Hampton County Building Department

## Residential Permit Submittal Requirements

1. Permit Application (filled in its entirety)
2. 2 paper copies and 1 digital copy of plans, signed and sealed by either an SC Architect or SC Structural Engineer to meet Wind Load of location and include Floor Plan, Wall Section, and Elevation. Plans are to be drawn to scale.
3. 1 copy of RESCheck to meet the 2009 IECC Energy Code
4. Manual J and D for HVAC (Supplied by HVAC Contractor)
5. Copy of site plan with house location and any other structures with Set Backs, Driveways, and Parking indicated. Site Plan to be drawn to scale.
6. Truss package (this may be a deferred submittal)
7. Proof of Water and Sewer tap fees paid to the town  
New Septic - Septic Tank Permit to Construct from SCDES  
Existing Septic – Approval from licensed installer that tank is operational
8. E-911 address verification from Hampton County (we cannot permit with just a PO Box number)
9. Zoning approval
10. Copy of Contractor's License and a notarized letter allowing someone to act as agent to obtain permit if other than license holder picks up permit
11. Notarized letter from homeowner allowing Contractor to obtain building permit
12. Contractor and subcontractor list with copy of SCLLR license. Updated list required prior to Final or CO inspection

### Remodeling:

Complete and submit a Scope of Work form with permit application and a decision will be made for submittal requirements based on information provided.

**\*\*\* *Additional items may be required or requested by the building official during the time of Plan Review*\*\*\***