



CITY OF SENECA

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Edward R. Halbig
Director Planning & Development

Mayor Daniel W. Alexander
Mayor Pro Tem Ronnie O’Kelley

Check each source for a list of information needed

INFORMATION REQUIRED TO APPLY FOR COMMERCIAL BUILDING PLAN REVIEW AND BUILDING PERMIT

1) _____ Plan Review Fee must be paid in advance of the Plan Review Process. The Plan Review Process may take up to 30 days after all necessary information is submitted.
(Submit completed Building Permit Application)

2-A) _ Two **paper sets and Two digital set** of Building Construction Documents. They must provide:

- a) **Complete Floor Plan with square footage,**
 - b) **Footing and Foundation details,**
 - c) **Plumbing details and fixture layout,**
 - d) **HVAC details, (Type and Tonnage or BTU’s)**
 - e) **Typical Wall Section,**
 - f) **Truss Information, (Layout and Engineering)**
 - g) **Electrical Layout and details**
 - h) **Special inspection form completed (if apply)**
 - i) **Any other details that are not typical.**
- Digital set may be one of the following: dwg, dxf, pdf, jpg, tif.**
Digital set must be submitted on compact disc.

2-B) _____ The Construction Documents should also include detailed Code Information including:

- a) **Occupancy Classifications and Occupant load per area,**
- b) **Accessibility requirements,**
- c) **Construction Type with height and area limitations,**
- d) **Fire Protection requirements,**
- e) **Detailed Construction Requirements,**
- f) **Physical Building Properties, (Area, Height, Stories, etc.)**

- 2-C) _____ Construction Documents should show in detail the Means of Egress and shall designate the number of Occupants for each floor, room or space.
- 2-D) _____ Construction Documents should contain details of exterior wall envelope.
- 2-E) _____ The Fire Protection shop drawings must be approved by the State Fire marshal's office. (This may take several weeks)
- 2-F) _____ Provide correct 911 Address and Tax Map Number on the Construction Documents.
- 3) _____ Two site Plans drawn to scale, showing locations of proposed and existing structures, distances to lot lines and distance to nearest fire hydrant.
- 4) _____ Certificate of Zoning Compliance (City of Seneca Planning and Development, City Hall, 864-885-2726).
- 5) _____ Flood Plain Check (City of Seneca Planning & Development, City Hall 885-2726)
- 6) _____ Sewer Availability letter (Seneca Light and Water Department 885-2723)
- 7) _____ Sewer or septic permit (Oconee County Sewer Commission, 864-972-3900, 623 Return Church Road)
- 8) _____ If property on state DOT maintained right of way- approved encroachment permit or work request from SCDOT (150 Richland Rd. Westminster, 647-0798)
- 9) _____ Before final inspection can be scheduled the following must occur:
- Contact City Clerk at 864-885-2700 to insure all business license payments have been paid.
 - Copies of termite and insulation letters must be received by Planning Office.
 - Please allow 24 hour notice for scheduling final inspections.

Additional Information or Engineering may be required by the Building Official.

For further information, call the Building Official, BJ Klaren at 864-885-2713 or Building Codes at 864-885-2726.

Illegal copies of stamped plans will not be accepted. The Building Official will check the authenticity of all.