



**CITY OF SENECA**

P .O. Box 4773  
250 East North Second Street  
Seneca, South Carolina 29679  
(864) 885-2726  
Fax: (864) 888-0879  
www.Seneca.SC.US

**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 One 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.**