



## **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**

## **INFORMATION REQUIRED TO APPLY FOR RESIDENTIAL BUILDING PERMIT**

**All steps must be completed prior to permitting.**

1) \_\_\_\_\_ *Two paper and one digital set* of Building Construction Documents, Building Permit Application, and Site Plans drawn to scale, showing locations of proposed and existing structures and distances to lot lines.

Building Construction Documents must provide the following:

- 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) Any other details that is not typical.
  - i) Hand drawn plans must be neat and done in a professional manner or will not be accepted.
- Digital set may be one of the following: dwg, dxf, pdf, jpg, tif.
  - Digital set must be submitted on compact disc.

2) \_\_\_\_\_ Certificate of Zoning Compliance (City of Seneca Planning & Development, City Hall 885-2726)

3) \_\_\_\_\_ Flood Plain Check (City of Seneca Planning & Development, City Hall 885-2726)

4) \_\_\_\_\_ Sewer Availability letter (Seneca Light and Water Department, 864-885-2723)

5) \_\_\_\_\_ Sewer or septic permit (Oconee County Sewer Commission, 623 Return Church Road 972-3900)

6) \_\_\_\_\_ If property on state DOT maintained right of way- approved encroachment permit or work request from SCDOT (150 Richland Rd. Westminster, 647-0798)

7) \_\_\_\_\_ 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.

***"City of Smiles, City with Style"***

*“City of Smiles, City with Style”*