



**CITY OF SENECA**

*Planning & Development*

*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, AICP**  
**Director**

**DISCLOSURE STATEMENT**

The Codes Enforcement Division under the authority of the Codes of Laws of the State of South Carolina, 1976, as amended Title 40, Chapter 59, Article 1, Section 40-59-260 (SEE ATTACHED), is providing the under signed owner builder this disclosure statement.

State law requires residential construction to be done by licensed, residential builders and specialty contractors. You have applied or a permit under an exemption to the law. The exemption allows you, as the owner of your property, to act as your own builder even though you do not have a license. You must supervise the construction yourself. You may build or improve any one-family or two-family residence. The building must be for your own use and occupancy.

It may not be built for sale or rent. If you sell or rent a building that you have built yourself within two years after the construction is completed, the law will presume that you built it for sale or rent, which is a violation of this exemption. You may not hire an unlicensed person as your residential builder or specialty contractor. It is your responsibility to make sure that persons employed by you have licenses required by State Law and by county or municipal licensing ordinances. Your construction must comply with all applicable Laws, ordinances, building codes and zoning regulations.

PROPERTY ADDRESS: \_\_\_\_\_

TAX MAP NUMBER: \_\_\_\_\_ DATE \_\_\_\_\_

PRINT OWNER BUILDER NAME: \_\_\_\_\_

OWNER BUILDER SIGNATURE: \_\_\_\_\_

WITNESS 1: \_\_\_\_\_

WITNESS 2: \_\_\_\_\_

**ACKNOWLEDGEMENT**

STATE OF SOUTH CAROLINA

COUNTY OF OCONEE

I, \_\_\_\_\_, Notary Public for the State of South Carolina, do hereby certify that \_\_\_\_\_ personally appeared before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Notary Public of South Carolina  
My Commission Expires \_\_\_\_\_



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**Owner-Builder Information**

**Please complete page 1 of this form (Owner Builder Disclosure Statement) before completing this side.**

Construction Address: \_\_\_\_\_

Tax Map#: \_\_\_\_\_

**This department understands that as an owner you have the right to build on your property. As a public service to protect you and the investments in your property, this department has put together this information.**

**Please read and initial each paragraph. If you do not understand a paragraph the Permitting Clerk or Building Official will be happy to explain it to you.**

1. I hold the title to the above property and am planning on doing all construction. I am aware that I must file a disclosure statement with the County of Oconee and provide the City of Seneca a copy of the statement in order to receive a permit. Initial \_\_\_\_\_
2. I understand that as an owner-builder I must abide by all zoning ordinances and building regulation in effect at the time of permit application. Initial \_\_\_\_\_
3. I have access to a copy of the 2015 International Residential Code and understand that this department and its inspectors are there to help enforce and interpret the code. There is a copy of the code in this office for review, but they cannot give me a copy free of charge. Initial \_\_\_\_\_
4. I understand that the building official and inspectors are not here to design, alter or give advice on how to meet the code- only if the structure meets the minimum code. Initial \_\_\_\_\_
5. I understand that as an owner-builder that any disputes with contractors or disputes with sub-contractors and myself be handled in a civil court with the advice of an attorney. This department will not mitigate any contract disputes. Initial \_\_\_\_\_

Owner Builder Signature(s):

Date:

Printed Name(s)

Thank you for your cooperation,  
BJ KLAREN, CBO  
Building Official

*“City of Smiles, City with Style”*