

Building Permit Checklist

Items needed to get your building permit.

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At this point your Building Plans and [Civil Construction Plans](#) should be approved, the [Landscape and/or Lighting Plan](#) should be approved and you should have a grading permit.

Complete the following steps to get your building permit after your Building Plans have been approved.

- Fill out a [Building Permit Application](#) listing your subcontractors and submit with a copy of your contract. Contractors must have a SC state contractor's license for the type and value of work to be performed and a City business license. Permit staff will verify the license information before the permit is issued.
- Fill out a [Building Project Contact Information](#) sheet. We will use your contact list to schedule a building pre-construction meeting. The building official and building inspector will discuss your project at this meeting and go over important items that you need to be aware of during construction.
- Submit two paper copies of the approved building plans.** We will stamp one that will be given back to you at the time you pick up your permit. The stamped plans must be kept on the job site for the duration of the project and available at the time of any inspection. If the inspector can't access the approved plans, the inspection will fail.
- Submit the [List of Special Inspectors](#) for the project. This may have already been submitted during plan review but if not, it's required before the permit can be issued.

Once we have the information above, we will prepare your building permit and contact you with the total fees due. Building permit fees, impact fees, and any applicable sewer basin fees or water meter set fees are required to be paid at the time the building permit is issued.