

When is a Permit Required?

The most common types of projects that require permits are:

- New Houses or buildings
- Room Additions or Expansions
- Structural repairs, remodeling and alterations
- Accessory structures such as sheds, gazebos, decks, patio slabs, etc.
- Carports and detached garages
- Replacement of heating and air conditioning equipment
- Re-piping of water lines, replacement of sewer lines and replacement of water heaters
- Modifications to electrical service and wiring
- Installing gas lines
- Re-roofing, new siding, and replacement windows

This list is not all inclusive. Please call (803) 547-2034 or email Lynne Elting (lelting@fortmillsc.gov) for additional information.

What Types of Permits are Required?

Building Permits:

- Building or repair of structures
- Building of detached structures
- Garages and Carports
- Storage Buildings
- Fences (Fence permit is required for all fences)
- Signs
- Construction trailer or “sales” trailer
- Grading
- Swimming pools
- Roofing

Electrical Permits:

- Electrical service changes or replacement
- Re-wiring
- Low voltage
- Commercial security and alarm systems if not associated with new construction

Plumbing:

- Water systems
- Sewer systems
- Irrigation systems
- Cross connection control
- Fire sprinkler
- Water heater replacement

Mechanical:

- Air conditioning equipment
 - Heating equipment
 - Boilers
 - Combustion and ventilation air
 - Chimneys and vents
 - Ventilation systems
 - Exhaust systems
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What are the Necessary Requirements to do work in the Town Fort Mill?**General Construction**

For residential work exceeding \$200 but less than \$5000, one of the following State of South Carolina certifications is required:

- Registered Residential Specialty Contractor, or
- Residential Contractor License, or
- General Contractor License

Plus:

- A Town of Fort Mill Business License

For residential work over \$5000, one of the following is required:

- South Carolina Residential Contractors License, or
- South Carolina General Contractors License, or
- Residential Specialty Registration

Plus:

- A Town of Fort Mill Business License

Commercial work over \$5000 requires:

- A South Carolina General Contractors License

Plus:

- A Town of Fort Mill Business License

Electrical, Mechanical, Plumbing, and Gas Installation

For work up to \$5000, either:

- A certification card issued by the Municipal Association of South Carolina (MASC), or
- A South Carolina Mechanical Contractors License.

Plus:

- A Town of Fort Mill Business License

For work over \$5000:

- A South Carolina Mechanical Contractors License

Plus:

- A Town of Fort Mill Business License
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Can a Homeowner Obtain Permits?

Homeowners may obtain permits to do work on their own residence except Mechanical and Gas installations. For the homeowner to do electrical work on their residence (totaling less than \$250), an Electrical Permit must be issued. For work totaling more than \$250, the homeowner must contract with a State of South Carolina licensed electrician.

Who is a Contractor?

Any individual doing work on someone else's property is considered a contractor and shall meet the licensing and permitting requirements.

What is the Process for Obtaining a Permit?

Step 1: Your first step in obtaining a permit will depend upon the type of work you are planning to do. See the following information for assistance:

Permits for additions, alterations, accessories or repairs to existing dwellings:

The process begins when you visit the Town of Fort Mill Business License/Permitting Department located at 112 Confederate Street, Fort Mill, SC (803)547-2034. There you will be asked to complete an application for a residential zoning permit. After being approved by the Building Official and/or Zoning Administrator, a building permit application will need to be completed. Two plot plans showing the lot size and the location of all existing structures should be submitted with the zoning application. Contractor applying for permits will need to present appropriate Town and State Licenses.

Permits for construction of one and two family dwellings:

The contractor or property owner should bring two (2) sets of drawings and plot plans when visiting the Town of Fort Mill Business License/Permitting Department at 112 Confederate St. to fill out an application. Information needed for the application includes the cost, specific work being done, owner's name and address, names and license numbers of the electrical, mechanical and plumbing subcontractors and verification of your current town and state license.

Permits for construction of multi-family and commercial structures:

Two (2) sets of construction drawings, specifications and plat plans should be submitted to the Town of Fort Mill Business License/Permitting Department. If the structure will occupy over 5,000 square feet (all floors combined) or if it is intended as a place of assembly, institutional, educational or hazardous use, your drawings must be prepared by a state licensed architect/engineer and must bear the wet seal of the architectural/ engineering firm and the design professional's seal and signature. They should show pertinent architectural, structural,

plumbing, mechanical, electrical, fire protection, elevator details and energy compliance calculations in accordance with the Ordinances and Codes adopted by the Town.

Demolition Permits:

License Requirements:

For building demolitions **under** 100,000 cu.ft, a Town of Fort Mill Business License is required to obtain a permit.

When are Building Inspections required?

Footing Inspection:

Performed after the trenches have been excavated and any forms or reinforcement required are in place prior to pouring concrete.

Under-slab Inspection:

Performed after any plumbing, mechanical or electrical components that are located under the slab are installed.

Slab Inspection:

Performed when all electrical, mechanical and plumbing elements under the slab have been inspected and approved and the soil treatment, moisture barrier and any required reinforcement is in place prior to pouring concrete.

Foundation Strapping:

For crawl space construction this is performed when the foundation walls are up, the girders and bands are in place and the strapping is attached, prior to installing floor decking. Any drainage system to be installed in the crawl space is to be in at this time.

Masonry Wall Tie Beams:

Masonry walls requiring vertical reinforcement or reinforced bond beans/lintels are to be inspected when reinforcement is in place and prior to pouring concrete.

Exterior Sheathing:

Performed after the exterior wall sheathing is applied and before any energy wrap, siding or brick is installed. This inspection can take place as separate inspection or at the same time as the framing inspection.

Framing Inspection:

Performed after the electrical, mechanical and plumbing roughs are completed, the roof and framing is completed, including all fire blocking and bracing, and the windows and doors installed. In commercial buildings the mechanical, electrical and plumbing inspections may be performed separately depending on the size of the project.

Insulation Inspection:

Performed after the framing has passed inspection and after all walls and floors required to be insulated are completed. Any ceiling areas that are not to have blown insulation are to be completed at this time.

Temporary Power:

Saw Pole

3 circuits which include GFIC, lights and heat or cool circuit **only**

All others circuit not made up in breaker panel

Permanent Power: (meter set)

For residential installations this inspection is performed when all circuits have been completed, receptacles and covers installed, ceiling outlets wire nutted and covered and the electric panel completed with all circuit breakers installed (an exception may be considered for receptacle installed in areas to be tiled or with special order counters or cabinets).

Who should I contact?

For general information regarding Business License and Permitting for the Town of Fort Mill and inspections, contact the Business Office at (803)547-2034. The Town of Fort Mill does not issue any state licenses.