



## **PERMITTING REQUIREMENTS**

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, in the Town of Moncks Corner, shall first obtain the required building or mechanical permits.

## **PLAN REQUIREMENTS**

Listed below is a basic outline of the steps required to build a new building. Applicant must submit 2 sets of plans, drawn to engineer scale, showing property layout, setbacks, any trees to be removed and size of the trees, utilities, and scope of project. Some projects may require a design professional. At least 1 set of electronic plans shall be submitted.

1. Plans may require the following depending on the project scope:
  - a. Design to a 130-140 MPH (depending on area) wind zone and D Seismic Zone for Risk Category II buildings.
  - b. Elevation plan
  - c. Foundation plan
  - d. Floor System
  - e. Walls
  - f. Mechanical (Plumbing, electrical, HVAC, gas)
  - g. Roof and ceiling
  - h. Life safety
2. The construction documents submitted with the application for permit shall be accompanied by a site plan showing to scale the size and location of new construction and existing structures on the site, distances from lot lines, the established street grades and the proposed finished grades and, as applicable, flood hazard areas, floodways, and design flood elevations; and it shall be drawn in accordance with an accurate boundary line survey. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot.
3. Building plans should then be submitted to the Building Department for approval.
4. Electronic submittals shall have the address where work is to be performed as the beginning of the file name. ex. 123 Main plans, 123 Main

plot plan, etc. Electronic submittals will not be accepted in any other format.

5. Once plans are approved by the Building Official, a Building Permit may be issued to begin construction.

All contractors and sub-contractors must have a current Business License before performing any work on job sites. All Plumbers, Electricians, and HVAC contractors must obtain proper mechanical permits prior to performing work.

## **PERMITS FOR REMODEL/RENOVATION WORK**

A Building Permit is required to perform renovations or remodeling to a home. Permits should be obtained for any work that includes alterations to the structure itself. Cosmetic type work generally will not require a permit. See below for a list of common types of work performed.

### Common Types of Work Requiring Building Permits

- Roof Replacement
- Fencing over 6 feet in height
- Window Replacement
- Foundation Repairs
- Vinyl Siding Replacement
- Demolition of building
- Removing or Wall Additions
- Sub-floor Repairs
- Carports over 200 square feet
- Swimming Pool Installation
- Retaining walls over 4 feet in height

### Common Types of Work Not Requiring Permit

- Replace damaged shingles to small area of roof
- Replace siding to small area
- Accessory buildings under 200 square feet with no habitable areas.
- Cabinet replacement/installation
- Floor Covering (Carpet, Vinyl, Tile)
- Painting and Wall Covering
- Concrete and Asphalt (Paving)

*Business Licenses must be obtained even if a permit is not required for work being performed.*

## MECHANICAL PERMITS

A mechanical permit is needed to install, alter, repair, remove, convert, or replace any electrical, plumbing, gas, or HVAC system. A permit is not required for standard service calls or agreements.

- Electrical Permit
- HVAC Permit
- Plumbing Permit
- Gas Inspection Permit

## REQUIRED CONTRACTOR LICENSES

South Carolina Code of Laws Section 40-11-30 states “No entity or individual may practice as a contractor by performing or offering to perform contracting work for which the total cost of construction is greater than five thousand dollars (\$5,000) for general contracting or greater than five thousand dollars (\$5,000) for mechanical contracting without a license issued by the Department of Labor, License, and Regulation.”

### Licensing for Commercial Work

- A South Carolina Department of Labor, License and Regulation “**General Contractors**” license is required for anyone performing “commercial” construction over \$5,000.
- A SC LLR “**Mechanical Contractors**” license is required for all “commercial” plumbing, electrical, and HVAC work being performed.
- A subcontractor performing work for a general or mechanical contractor is not required to have a license issued by the South Carolina Department of Labor, License and Regulation if the work performed falls within the general or mechanical contractor’s license classification(s). The licensed “General or Mechanical Contractor” hiring an unlicensed subcontractor must supervise and be responsible for the subcontractors work.

### Licensing for Residential Work

- A South Carolina Department of Labor, License and Regulation “**Residential Home Builders**” license is required to build residential dwellings.
- Anyone engaging in residential work over \$200 must obtain a SC LLR “**Specialty Contractors License**”. A residential specialty contractor is an independent contractor, who is not a licensed residential builder, who contracts with a licensed residential builder, general contractor, or individual property owner to do construction work, repairs,

improvements, or re-improvements requiring special skills and involving the use of specialized construction trades or crafts. A specialty contractor cannot build a residential structure or make an addition to a residential structure from the ground up.

- The following trades or crafts require a SC LLR **“Specialty Contractor”** license:
  - Vinyl and Aluminum siding installers
  - Insulation installers
  - Roofers
  - Floor covering installers
  - Masons
  - Drywall installers
  - Carpenters
  - Stucco installers
  - Painters/Wall paper hangers
- A subcontractor performing work for a SC LLR licensed “Residential Home Builder” must be licensed by SC LLR as a “Specialty Contractor.” If a subcontractor is performing work for a “General Contractor,” the subcontractor is not required to have a license issued by SC LLR, if the work performed falls within the general contractor’s license classification(s). The licensed “General Contractor” hiring an unlicensed subcontractor must supervise and be responsible for the subcontractors work.

**For additional information regarding the South Carolina Department of Labor, License and Regulation and licensing requirements, please visit their website at [www.llr.state.sc.us](http://www.llr.state.sc.us) or call them at 803-896-4300.**