



# Building Codes Enforcement

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<b>SOG : 204</b>	Related Policies:  SOG Title: Permit Fee Requirements
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
<p>Applicable SC Statutes: Applicable SC Code of Regulations:</p>	
<p>OSHA:</p>	
<p>NFPA Standard:</p>	
<p>Date Implemented: 2/7/19</p>	<p>Date of last revision :</p>

**PURPOSE:** The purpose of the Permit Fee Requirements policy is to ensure all employees understand the requirements for permit fees and receiving of permits.

**RESPONSIBILITY:** It is the responsibility of the Permit Tech to issue and ensure collection in accordance with this policy. The Chief Building Official may approve exemptions on a case by case basis

**PROCEDURE:**

1. All plan review, software and administrative fees will be paid prior to the acceptance of the application and/or plans.
2. Software fees will be charged on all permits except MEP. Exceptions require approval of the Chief Building Official.
3. Additional permit fees and business license fees shall be paid prior to issuance of the permit.
4. After 180 days, from the date of application, permit applications expire and plans will be discarded. Continuation of the project will require a new permit, to include fees.

5. Once plans are reviewed, any changes will need to be resubmitted and subject to additional plan review and other fees.