



## CITY OF SENECA

250 East North Second Street  
Seneca, South Carolina 29679  
www.seneca.sc.us  
(864) 885-2726

**Ronald Butts**  
Building Official

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### NEW CONSTRUCTION CHECKLIST Requirements for Commercial Building Permit Applications

1. \_\_\_\_\_ Plan Review Fee must be paid in advance of the Plan Review Process and prior to submitting a Building Permit Application. The Plan Review Process may take up to 30 days for approval after all necessary information is submitted.
2. \_\_\_\_\_ One paper *and one digital set* (thumb-drive) of Building Construction Documents **must include:**
  - A. **Construction Details:**
    - a. Complete Floor Plan with square footage,
    - b. Footing and Foundation details
    - c. Plumbing details and fixture layout,
    - d. HVAC details, (Type and Tonnage or BTU's)
    - e. Typical Wall Section,
    - f. Truss Information, (Layout and Engineering)
    - g. Electrical Layout and details.
    - h. Any other details that are not typical.
    - i. Digital set may be submitted on a thumb drive as a pdf or jpg.
  - B. **Code Information:**
    - a. Occupancy Classifications and Occupant load per area,
    - b. Accessibility requirements,
    - c. Construction Type with height and area limitations,
    - d. Fire Protection requirements,
    - e. Detailed Construction Requirements,
    - f. Physical Building Properties (Area, Height, Stories, etc)
  - C. **Means of Egress (IBC 1005.3):**
    - a. Egress shall be shown in detail,
    - b. Shall designate the Occupants for each floor, room, or space.
  - D. **Details of Exterior Wall Envelope (IBC 107.2.4)**
  - E. **Fire Protection Drawings:**
    - a. The Fire Protection shop drawings must be approved by the State Fire Marshal's office (this may take several weeks).
  - F. **Provide correct 911 Address and Tax Map Number on the Construction Documents.**
3. \_\_\_\_\_ One site Plan and *one digital copy* (thumb-drive) drawn to scale, showing location of proposed and existing structures, distances to lot lines and distance to nearest fire hydrant (IBC 107.2.6).
4. \_\_\_\_\_ Certificate of Zoning Compliance/Flood Plain Check  
(City of Seneca Planning & Development, City Hall - 864-885-2726)
5. \_\_\_\_\_ 911 Address Request and Verification Application  
(Oconee County 911 Addressing, 415 S Pine Street - 864-638-4250)

6. \_\_\_\_\_ Sewer Availability Letter  
(Seneca Light and Water Department, City Hall - 864-885-2723)
7. \_\_\_\_\_ Sewer/Septic Approval Letter  
Sewer (Oconee County Sewer Commission, 623 Return Church Rd - 864-972-3900)  
-or- Septic System (SCDHEC - 864-638-4185)
8. \_\_\_\_\_ Approved Encroachment Permit from one of the following:  
City of Seneca – 864-885-2750 (City Roads)  
Oconee County – 864-886-1072 (County Roads)  
SCDOT – 864-647-0798 (State Roads)
9. \_\_\_\_\_ Before final inspection can be scheduled the following must occur:
  - Contact the City of Seneca Business Office at 864-885-2700 to ensure all subcontractor business license payments have been made.
  - Copies of termite, duct blast and door blower, energy code and insulation letters must be received by Planning Office.
  - 24-hour notice must be allowed for scheduling final inspections.

Additional information or engineering documentation may be required by the Building Official.

Illegal copies of stamped plans will not be accepted. The authenticity of all will be checked by the Building Official.

For further information call the Building Codes Department at 864-885-2726 or Ronald Butts, the Building Official, at 864-885-2737.