



## **CITY OF SENECA**

### **Planning & Development**

P.O. Box 4773  
Seneca, SC 29679  
(864) 885-2726  
[www.seneca.sc.us](http://www.seneca.sc.us)

## **OWNER-BUILDER DISCLOSURE INSTRUCTIONS**

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South Carolina requires residential construction to be done by licensed residential builders and specialty contractors. The law provides the owner-builder an exemption as explained on the following pages. Persons seeking to apply for exemption must complete the following steps. You will need to have the Statement notarized when you sign the documents.

1. Print the Owner-Builder Disclosure Statement and Agreement.
  2. Complete all parts of the Owner-Builder Disclosure Statement and Agreement.
    - a. Have the Statement witnessed and notarized.
    - b. Take Statement to the Oconee County Register of Deeds at 415 S. Pine Street in Walhalla to be recorded with your property deed.
  3. Scan and upload the recorded Owner-Builder Disclosure Statement and Agreement forms to your permit application in Citizenserve. You may also submit the forms to the Planning and Development office at 250 E. North Second Street.
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**OWNER-BUILDER DISCLOSURE STATEMENT**

The Codes Enforcement Division under the authority of the Codes of Laws of the State of South Carolina, 1976, as amended Title 40, Chapter 59, Article I, Section 40-59-260, is providing the undersigned owner builder this disclosure statement.

State law requires residential construction to be done by licensed residential builders and specialty contractors. You have applied for a permit under an exemption to the law. The exemption allows you, as the owner of the property, to act as your own builder even though you do not have a license. You must supervise the construction yourself. You may build or improve any one-family or two-family residence. The building must be for your own use and occupancy. It may not be built for sale or rent. If you sell or rent a building that you have built yourself within two years after the construction is completed, the law will presume that you built it for sale or rent, which is a violation of this exemption. You may not hire an unlicensed person as your residential builder or specialty contractor. It is your responsibility to make sure that persons employed by you have licenses required by State Law or municipal licensing ordinances. Your construction must comply with all applicable Laws, ordinances, building codes and zoning regulations.

PROPERTY ADDRESS: \_\_\_\_\_

TAX MAP NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT OWNER BUILDER NAME: \_\_\_\_\_

OWNER BUILDER SIGNATURE: \_\_\_\_\_

WITNESS 1: \_\_\_\_\_

WITNESS 2: \_\_\_\_\_

**ACKNOWLEDGEMENT**

STATE OF SOUTH CAROLINA  
COUNTY OF OCONEE

I, \_\_\_\_\_, Notary of Public for the State of South Carolina, do hereby certify that \_\_\_\_\_ personally appeared before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and acknowledge the due execution of the foregoing instrument.

Witness my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
*Notary Public of South Carolina*  
My Commission Expires: \_\_\_\_\_



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**OWNER-BUILDER AGREEMENT**

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**Construction Address:** \_\_\_\_\_

**Tax Map #:** \_\_\_\_\_

**This department understands that as an owner you have the right to build on your property. As a public service to protect you and the investments in your property, this department has put together this information.**

**Please read and acknowledge each statement with your initial. If you do not understand a statement, the Permitting Clerk or Building Official will be happy to explain it to you.**

1. I hold the title to the above property and am planning on doing all construction. I am aware that I must file a disclosure statement with the County of Oconee and provide the City of Seneca a copy of the statement in order to receive a permit. *Initial:* \_\_\_\_\_
2. I understand that as an owner-builder I must abide by all zoning ordinances and building regulations in effect at the time of the permit application. *Initial:* \_\_\_\_\_
3. I have access to a copy of the 2021 International Residential Code and understand that this department and its inspectors are to help enforce and interpret the code. There is a copy of the code in this office for review, but they cannot give me a copy free of charge. *Initial:* \_\_\_\_\_
4. I understand that the building official and inspectors are not here to design, alter or give advice on how to meet the code – only if the structure meets the minimum code. *Initial:* \_\_\_\_\_
5. I understand that as an owner-builder any disputes with contractors or disputes with sub-contractors and myself be handled in civil court with the advice of an attorney. This department will not mitigate and contract disputes. *Initial:* \_\_\_\_\_

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**Owner-Builder Signature(s)** **Date**

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**Printed Name(s)**

Thank you for your cooperation,  
Ronald Butts  
Building Official, City of Seneca