



## 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 Residential Building Permit Applications

- 1) \_\_\_\_\_ **Building Permit Application**  
(City of Seneca Planning & Development, City Hall - 864-885-2726)
- 2) \_\_\_\_\_ **Building Construction Documents - one paper *and one digital set* (thumb-drive).**  
**They must include:**
  - 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.

\* Hand drawn plans must be neat and done in a professional manner or they will not be accepted.
- 3) \_\_\_\_\_ **Site Plan** – one paper and ***one digital copy*** (thumb-drive), drawn to scale, showing location of proposed and existing structures and distances to property lines.
- 4) \_\_\_\_\_ **Seneca Light & Water Sewer Accessibility Form**  
(Seneca Light and Water Department, City Hall - 864-885-2723)
- 5) \_\_\_\_\_ **Permit for OJRSA Wastewater System Capacity -or- SCDHEC Permit to Construct Septic Sewer** (Oconee County Sewer Commission, 623 Return Church Road - 864-972-3900)  
-or- Septic System (SCDHEC - 864-638-4185)
- 6) \_\_\_\_\_ **911 Address Request and Verification Application**  
(Oconee County 911 Addressing, 415 S Pine Street - 864-638-4250)
- 7) \_\_\_\_\_ **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)
- 8) \_\_\_\_\_ **Development Review/Flood Plain Check**  
(City of Seneca Planning & Development, City Hall - 864-885-2726)
- 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 the Planning & Development office.
  - 24-hour notice must be allowed for scheduling final inspections.

*“City of Smiles, City with Style”*