



CITY OF SENECA

P .O. Box 4773
250 East North Second Street
Seneca, South Carolina 29679
(864) 885-2726
Fax: (864) 888-0879
www.Seneca.SC.US

Edward R. Halbig
Director Planning & Development

Mayor Daniel W. Alexander
Mayor Pro Tem Ronnie O'Kelley

INFORMATION REQUIRED TO APPLY FOR RESIDENTIAL BUILDING PERMIT

Call each source for a list of information needed.

- 1) _____ Two paper *and one digital set* of Building Construction Documents. They must provide:
 - 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 is not typical.
 - i) Hand drawn plans must be neat and done in a professional manner or will not be accepted.
 - Digital set may be one of the following: dwg, dxf, pdf, jpg, tif.
 - Digital set must be submitted on compact disc.
- 2) _____ Two site Plans and one digital copy drawn to scale, showing locations of proposed and existing structures and distances to lot lines.
- 3) _____ Certificate of Zoning Compliance (City of Seneca Planning & Development, City Hall 885-2726)
- 4) _____ Flood Plain Check (City of Seneca Planning & Development, City Hall 885-2726)
- 5) _____ Sewer Availability letter (Seneca Light and Water Department, 864-885-2723)
- 6) _____ Sewer or septic permit (Oconee County Sewer Commission, 623 Return Church Road 972-3900)
- 7) _____ If property on state DOT maintained right of way- approved encroachment permit or work request from SCDOT (150 Richland Rd. Westminster, 647-0798)
- 8) _____ Before final inspection can be scheduled the following must occur:
 - Contact City Clerk at 864-885-2700 to insure all business license payments have been paid.
 - Copies of termite and insulation letters must be received by Planning Office.
 - Please allow 24 hour notice for scheduling final inspections.

"City of Smiles, City with Style"

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