



## **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**  
**BJ Klaren**  
**Building Official**

## **INFORMATION REQUIRED TO APPLY FOR RESIDENTIAL BUILDING PERMIT**

**Call each source for a list of information needed.**

- 1) \_\_\_\_\_ Two paper *and one digital set* (Thumb Drive) of Building Construction Documents and a *Building Permit*.

**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 is not typical.
  - i) Hand drawn plans must be neat and done in a professional manner or will not be accepted.
- 2) \_\_\_\_\_ 911 Address Request and Verification Application (Oconee County 911 Addressing, 415 S Pine Street 864-638-4250)
  - 3) \_\_\_\_\_ Two site Plans and one digital copy (Thumb Drive) drawn to scale, showing locations of proposed and existing structures and distances to lot lines.
  - 4) \_\_\_\_\_ Certificate of Zoning Compliance (City of Seneca Planning & Development, City Hall 885-2726)
  - 5) \_\_\_\_\_ Flood Plain Check (City of Seneca Planning & Development, City Hall 885-2726)
  - 6) \_\_\_\_\_ Sewer Availability letter (Seneca Light and Water Department, 864-885-2723)

*“City of Smiles, City with Style”*

- 7) \_\_\_\_\_ Sewer Approval must be provided from (Oconee County Sewer Commission, 623 Return Church Road 972-3900) or if septic system (SCDHEC 864-638-4185)
- 8) \_\_\_\_\_ Approved encroachment permit for City, County or State Roads from the following:
- SCDOT – 864-647-0798  
Oconee County Roads – 864-886-1072  
City of Seneca – 864-885-2750
- 9) \_\_\_\_\_ Before final inspection can be scheduled the following must occur:
- Contact City Clerk at 864-885-2700 to ensure all business license payments have been paid.
  - Copies of termite, duct blast and door blower, and insulation letters must be received by Planning Office.
  - Please allow 24-hour notice for scheduling final inspections.