



CITY OF SENECA

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

Edward R. Halbig, AICP
Director

Ronald Butts
Building Official

NEW CONSTRUCTION CHECKLIST Requirements for Residential Building Permit Applications

- 1) _____ A completed Building Permit Application.
(City of Seneca Planning & Development, City Hall - 864-885-2726)
- 2) _____ One paper *and one digital set* (thumb-drive) of Building Construction Documents.
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.
 - i) Hand drawn plans must be neat and done in a professional manner or they will not be accepted.
- 3) _____ One site Plan and *one digital copy* (thumb-drive) drawn to scale, showing location of proposed and existing structures and distances to lot lines.
- 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 Road - 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.

“City of Smiles, City with Style”