



# PENDLETON

SOUTH CAROLINA  
History, Hospitality & Happenings!

## Building Permit Request Form

(Please read instructions on back of form)

Date of submittal: \_\_\_\_\_ Request Number (to be filled by Staff): \_\_\_\_\_ - \_\_\_\_\_

### Property and Contact Information

TMS #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Zoning Classification: \_\_\_\_\_

Property Location (911 address): \_\_\_\_\_

Name of property owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of applicant (if other than owner): \_\_\_\_\_

Contact Person Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person Address: \_\_\_\_\_

### Permit Information

Permit Requested (circle one): **Residential** **Commercial** **Industrial** **Institutional** **Agricultural**

Use Classification (single-family, church, restaurant, retail, etc.): \_\_\_\_\_

Type of Permit (check all needed):

Category 1 (additional forms or materials required – see instructions):

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> <b>New Construction</b>     | <input type="checkbox"/> <b>Building Addition/Deck</b> | <input type="checkbox"/> <b>Accessory Structure</b>  |
| <input type="checkbox"/> <b>Structure Relocation</b> | <input type="checkbox"/> <b>Manufactured Home</b>      | <input type="checkbox"/> <b>Change of Use</b>        |
| <input type="checkbox"/> <b>Grading/Excavation</b>   | <input type="checkbox"/> <b>Tree Felling/Clearing</b>  | <input type="checkbox"/> <b>New Pavement/Parking</b> |

Category 2 (no additional forms required):

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> <b>Interior Renovation</b> | <input type="checkbox"/> <b>Exterior Renovation</b>   | <input type="checkbox"/> <b>Roof</b>       |
| <input type="checkbox"/> <b>Plumbing</b>            | <input type="checkbox"/> <b>Electrical/Mechanical</b> | <input type="checkbox"/> <b>Demolition</b> |

Description of Work: \_\_\_\_\_

|                    | Business Name | Mailing Address | Contact Person | Phone | Cost of Job |
|--------------------|---------------|-----------------|----------------|-------|-------------|
| General Contractor |               |                 |                |       |             |
| Subcontractor      |               |                 |                |       |             |

*If more than one subcontractor, please complete and submit the "Business License Subcontractor List"*

### Approval Signatures

Signature of property owner or applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Approved for issuance by Town Official: \_\_\_\_\_ Date: \_\_\_\_\_



### Application Instructions:

1. **Complete the application form** with owner or applicant signature\*.  
\* The owner's or applicant's signature on this form shall also verify that the tract or parcel of land for which the permit is being applied is not restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity applied for on this form.
2. **Submit two (2) copies of the site plan** for any "Type of Permit" listed under Category 1. Please use the appropriate "Site Plan Checklist" for these applications. In addition to the site plan, applications for new construction, additions, or change of use should also include 2 copies of floor plans. Site plans must include an approval signature by the Public Utilities Department prior to being submitted with this form.
3. Property located on Mechanic Street, Queen Street, or Greenville Street may be subject to Design Corridor Guidelines and Review – an application with required supplemental materials must be reviewed by the Design Review Board before a permit can be issued (*Please see staff for district boundaries and listings of required supplemental materials*).
4. There are no fees for Building Permit Request reviews (fees may apply for Building Permit reviews and inspections with Anderson County).
5. For **new construction** or **change of use**, sewer and water letters are required from the Public Utilities Director. Sewer and water capacity fees must be paid prior to approval of the Building Permit Request Form.
6. For **any construction** (new construction, additions, or adding any impermeable surfaces) or **land disturbing activity** (clearing, grading, and excavating) as described by the South Carolina Department of Health and Environmental Control, the applicant must submit a Grading Permit including records of all necessary SCDHEC approvals and notifications. Please see the Town of Pendleton Grading Permit and the SCDHEC website ([www.scdhec.gov/environment/water/swater/](http://www.scdhec.gov/environment/water/swater/)) for more information.
7. For **mobile/manufactured homes**, verification that taxes were paid for the unit must be presented.
8. The Town will verify that any contractor or subcontractor has a Town of Pendleton business license.
9. The Zoning Administrator or designee must sign for approval of the building permit request. Any requests establishing non-conformities must first be approved during a public session of the Board of Zoning Appeals.
10. **Upon completion and approval**, this form must be taken to Anderson County Building Codes Department (401 E River Street, Anderson SC 29624 [Phone 864.260.4158]) to acquire a Building Permit.
11. Any building permit shall become invalid unless the work authorized by it has been commenced within six (6) months of the date of issue of the permit, or if the work authorized by it is suspended or abandoned for a period of one (1) year or more, per Zoning Ordinance.
12. All work done as permitted by this form and subsequent building permits issued by Anderson County is subject to inspection by Anderson County and the Town of Pendleton to ensure conformance with relevant standards and regulations. Work completed that is not consistent with submitted materials is subject to penalties by the Town of Pendleton and/or Anderson County as applicable.
13. Submitted materials should include at least one copy between 8½" x 11" and 11" x 17" in size or a digital copy in PDF format of larger materials.