



Permit #: _____
Zoning District: _____
Date Filed: _____
Fee: \$50.00 _____

## ZONING PERMIT APPLICATION

**Please print clearly or type responses. Complete and submit the application and attachments.** Please use additional paper. Print or type your responses. This application applies to a Change of Use. That is one business replacing another business at the same location/address. **NO work construction may commence without an approved zoning permit and/or building permit. Construction without either permit carries a \$500 fine or 30 days in jail per Section 1-8.**

Applicant Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship to Property Owner:  Same  Lessee/Business Owner  Contractor  Other: \_\_\_\_\_

Contractor/Builder Name: \_\_\_\_\_ Address: \_\_\_\_\_

License # \_\_\_\_\_ Classification: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Architect/Engineer Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### PROPERTY INFORMATION: Check applicable uses

Residential  Commercial/Office  Industrial/Manufacturing  Recreational/Open Space

Church/Semi Public  Other: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Property's Tax Map#: \_\_\_\_\_ Property's Address: \_\_\_\_\_ Acreage \_\_\_\_\_

Are Flood plain/floodway or wetlands on-site?  Yes  No If yes, delineate on site plan and provide location data and plans for addressing such areas.

### NATURE OF WORK: Check applicable development activity

Demolition: ( Complete  Partial)  Relocate Structure

Fence/Wall (height \_\_\_\_\_; materials: \_\_\_\_\_)  Lighting

New Construction: ( Residential (sq. ft. \_\_\_\_\_ height \_\_\_\_\_)  Commercial/Industrial (sq. ft. \_\_\_\_\_ height \_\_\_\_\_)

Addition/Alteration: (sq. ft. \_\_\_\_\_)  Accessory Structure (sq. ft. \_\_\_\_\_)  Other: \_\_\_\_\_

Cell Tower     Cell Antenna Co-location     Small Cell Facility

<input type="checkbox"/> Solar ( <b>Check <input checked="" type="checkbox"/> applicable (solar use)</b> ) <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial/Manufacturing	
<input type="checkbox"/> Roof-mounted: # of Collectors/Shingles _____	<input type="checkbox"/> Ground Mounted: # of Structures _____
Will there be tracking panels? <input type="checkbox"/> Yes <input type="checkbox"/> No    If so, indicate number or percentage: _____	

**SOLAR SUBMISSION CHECKLIST \*Submission to CC&I**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>▪ Site plan</li> <li>▪ Sealed structural analysis (roof-mounted) by SC licensed engineer *</li> <li>▪ Sealed structural details with foundation plans (ground-mounted) by SC licensed engineer*</li> </ul> | <ul style="list-style-type: none"> <li>▪ Interconnection utility agreement*</li> <li>▪ Construction and electrical/thermal plans *</li> <li>▪ Equipment specifications and cut sheets *</li> </ul> |
|---|--|

Project Description/Explanation: \_\_\_\_\_

Has a building permit been requested?  Yes     No

If no, please complete and submit your permit application to CC&I (<https://www.cciservicesllc.com> or 864.586.6111).

**New construction/additions require a scaled site plan and elevation rendering/drawing(s), whether sale or lease, except for stand-alone accessory structures (i.e. sheds, swimming pools, fencings, etc.)** The scaled site plan includes:

1. Preparer's/Developer's Block (name, address, and phone)	2. Preparer's/Developer's Block (name, address, and phone)
3. For block (name of property owner/client)	4. Property boundaries (clearly delineated and label dimensions)
5. Labeled street(s) and easement(s)	6. North arrow, date, and vicinity map
7. Location of drive, parking, loading and unloading area(s), and maneuverability layout within site	
8. Tax map number and scale (engineering scale i.e. 1" = 40')	9. Impervious surface/lot coverage (i.e. square footage/acre)
10. Landscaping, buffers, lighting, open space, fencing, and freestanding/monument signage	
11. Proposed and existing structures with dimensions and delineated setbacks	
12. Bodies of water (i.e. lakes and streams), flood hazard areas, wetlands, and ditch(es)	
13. Proposed surface covers (i.e. asphalt, concrete, grass, etc.)	14. Contours in five (5) feet intervals with final grades
15. Stormwater best practice techniques (i.e. rain garden, detention/retention pond, etc.)	
16. Intended use of structure(s)	17. Proposed parking area & # of spaces

**PLOT PLAN FOR ACCESSORY STRUCTURES (Include photos of the development area for context and draw the location of the accessory structure(s).**

**ADDITIONAL APPROVAL SUBMISSION(S)**

New construction, requires:

- Letter of water and sewer capacity from utility or copy of paid tap fee or DHEC Septic Permit, if required
- Copy Encroachment Permit (SCDOT, Lexington County, or Richland County)
- Stormwater Permit (*Subdivisions/Commercial/Industrial Uses*)

Expansion of existing Commercial/Industrial Use -building, parking area, and land disturbance

- Updated Stormwater Permit

Expansion of existing or additional driveway

- Copy Encroachment Permit (SCDOT, Lexington County, or Richland County)

I attest to the best of my knowledge the information and attachment(s) provided are accurate and the proposed activity does not contradict any restrictions and covenants. This application is not an authorization to start the described work without approval. I understand the work must be completed by a licensed contractor with a Town of Irmo business license. Any variations to the plan must be resubmitted and approved by the Town of Irmo.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

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**OFFICE USE ONLY:**

Permitted by Right     Conditional Use     ZBA Review Required

Approved     Denied (Reason for Denial) \_\_\_\_\_

\_\_\_\_\_  
Zoning Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Zoning Administrator/Designee

\_\_\_\_\_  
Date