

DEPARTMENT CONTACT INFORMATION

PERMITTING and INSPECTION REQUEST

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Business Hours:
8:00 a.m. to 5:00 p.m.,
Monday – Friday

Department of Community Development

222 McDaniel Avenue, B-10
Pickens, SC 29671
Phone: 864-898-5950

*This institution is an equal opportunity
provider and employer*



1. Footing and Slab Inspection: When the footers, slab, and/or foundation system is completed and prior to pouring concrete. Any plumbing within the slab requires an inspection prior to pouring concrete.
2. Framing Inspection: This inspection includes framing, electrical, HVAC, and plumbing – all conducted at the same time. Successful completion of the framing inspection will allow the contractor to continue with the insulation and completion of the interior.
3. Foundation Drainage: If the structure has a basement and before backfilling against the foundation wall.
4. Temporary Permanent Power: Upon completion of all electrical rough in and completion of framing inspection.
5. Final Inspection: In order for project occupancy, a final inspection is required from Building Codes staff, as well as a site compliance inspection from Planning Staff and a final release from Stormwater Staff.
6. NOTE: You must receive a Certificate of Site Compliance and a Certificate of Occupancy prior to occupying the building or structure.

For Septic Tank Permitting questions
**SC Department of Health
and Environmental Control**
(Greenville Regional Office)
864-372-3273

CONSTRUCTION PERMITTING PROCEDURES

COMMERCIAL



www.co.pickens.sc.us

This is a general guide for the permitting of commercial structures in Pickens County. For detailed information regarding the process and on the materials required to obtain a commercial building permit, please contact a Building Codes staff member.

Frequently Asked Questions

Q. When do I need a commercial building permit?

A. Any new construction or remodeling of an existing structure, the cost of which is \$5,000 or greater, open to the public, or any structure that is classified as educational, institutional, or assembly.

Q. What is the cost of obtaining a permit?

A. The fees for obtaining a commercial permit are based upon nationally recognized commercial construction cost plus construction plan review fees and a site plan review fee. See "Sample Permit Fee". The fee schedule is only a guide. Please ask a Permit Technician for assistance is obtaining a more accurate permit fee.

Q. Where do I get a permit?

A. In the Pickens County Administration Building at 222 McDaniel Avenue in Pickens, SC.

Q. Will I need a licensed General Contractor to get a permit?

A. If the cost of the structure is greater than \$5,000, including labor and materials, a Licensed General Contractor is required.

Q. Do I need to provide handicapped accessibility for the structure?

A. Yes. Regardless if the structure is open to the general public or not, all commercial buildings and structures require ADA compliant handicapped accessibility.

Q. What Building codes are currently in effect for Pickens County?

A. Please contact a Permitting Technician, Building Inspector, or the Building Official to verify the latest applicable Building Codes. The code version changes periodically, typically every two years, as adopted by the SC Department of Labor, Licensing, and Regulation.

PERMITTING PROCEDURES

1. It will be necessary to contact Pickens County Building Codes Staff, Planning Department Staff, and Stormwater Staff and set up a pre-permitting meeting to discuss construction and site plans. It will be helpful to have available a set of construction and site plans for this process.
2. A SC Licensed Architect/Engineer sealed set of construction plans are required for those structures that are 5,000 square feet or greater and/or when construction cost exceed \$5,000. Plans will also be required on all assembly, institutional, and educational classified structures.
3. Complete a SC DHEC Permit for an onsite septic system. This process will require a current, recorded plat of the property and a purchasing document if the property has just been purchased. The fee for the SC DHEC Permit Application is \$155. Its approval time frame is variable, however please allow for at least 4 to 5 weeks. The reviewing SC DHEC office will mail to you the approved septic permit.
4. Apply for a new 911 address for the construction project. This is usually accomplished at the same time the septic application is completed and submitted.
5. Once the septic permit has been approved and a copy has been mailed to you, you may come to Building Codes to complete your Building Permit Application.

6. Once the application for construction has been completed, you will be required to pay all remaining associated permitting fees according to your project type. Once all fees are paid, the permit may be issued.
7. Construction must commence within 6 months from the date of permit issuance. The permit becomes null and void after 6 months of non-activity and all fees are forfeited.

Sample Permit Fee Schedule

(This schedule is to be used for estimation purposes only. Please contact a member of staff for a more detailed permit fee.)

Estimated Project Cost – Permit Fee

From \$1,000 to \$50,000 - **\$260.00**

From \$50,000 to \$100,000 - **\$460.00**

From \$100,000 to \$500,000 - **\$1,360.00**

\$500,000 and up – permit fee \$1,600.00 plus \$2.00/\$1,000

NOTE: The construction plan review fee is ½ of the permit fee and the planning site review fee is based upon square footage and ranges from \$40.00 to \$500.00

TYPICAL INSPECTION SCHEDULE

Under normal conditions, the following sequence of inspections may be utilized. It is the responsibility of the contractor to call for inspections a minimum of one-business day before the inspection is needed.