



PENDLETON

SOUTH CAROLINA

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Building Permit Request Form

(Please read directions on back of form)

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

TMS #: _____ - _____ - _____ - _____ Zoning Classification: _____

Property Location (911 address): _____

Name of property owner: _____

Name of applicant/contact person (if other than owner): _____

Contact Person Name and Address: _____

Phone: _____ Email: _____

Name of General Contractor: _____ Bus.Lic.No. _____

List of Subcontractors (Electrical, Mechanical, Plumbing, other): _____

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

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

Type of Permit (check all needed):

Category 1 (Zoning & Public Works approval required):

- | | | |
|--|--|--|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Building Addition/Deck | <input type="checkbox"/> New Pavement/Parking |
| <input type="checkbox"/> Structure Relocation | <input type="checkbox"/> Tree Felling | <input type="checkbox"/> Change of Use |

Category 2 (Public Works approval required):

- Grading/Excavation**

Category 3 (Town Office Staff approval required):

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

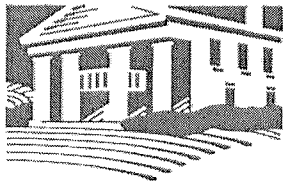
Description of Work: _____

Signature of property owner or applicant: _____ Date: _____

Approved for issuance by Zoning Administrator: _____ Date: _____

Approved for issuance by Director of Public Works: _____ Date: _____

Approved for issuance by Town Office Staff: _____ Date: _____



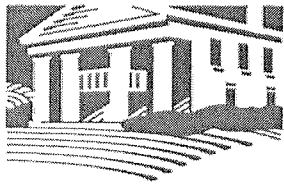
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Applicant Instructions:

1. **Complete application form** - owner or applicant **MUST** sign it.
2. **Submit two (2) copies of the scale plan** (see requirements on Page 5 or 7) for new construction, building additions, structure relocation, tree felling, change of use requiring additional parking or buffering, new pavement/parking, or grading/excavation proposed.
3. If new or additional dwelling units, then also submit 2 copies of floor plans.
4. 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***).
5. No plans needed for other types of permits.
6. No fee for Building Permit Request per the Town of Pendleton - but Anderson County does require a fee.
7. Sewer and Water Letter needed from Public Works (Richard) - only needed for new construction (i.e. vacant lot to be built on).
8. Town Clerk must verify that builder has a Town of Pendleton business license. (If Mobile Home, then verify that taxes have been paid.)
9. Proper authority must sign for building permit approval.
10. Upon completion and approval, this form may be taken to Anderson County Building and Codes to acquire a building permit (pay fee at County).
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. **FINAL PLAT MUST BE RECORDED BEFORE REQUESTING PERMITS.** Provide recorded final plat if subdivided within the last 12 months.



PENDLETON

SOUTH CAROLINA

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SECTION 303-APPLICATION FOR BUILDING PERMIT

303.1 In applying to the **Zoning Administrator for a building permit**, the applicant shall submit a **dimensioned sketch or scale plan** indicating the **shape, size and location** of the lot to be built upon, including the location of all living **trees proposed for felling** which measure twelve inches (12") DBH or larger. If a construction is proposed, the plan shall also **show the number of dwelling units the building is designed to accommodate**, if any; the **set back lines** of buildings on adjoining lots, off-street **parking** space, and such other information concerning the lot or adjoining lots as may be essential for determining whether the provisions of this Ordinance are being observed.

303.2 If the proposed **excavation, filling or construction**, as set forth in the application are in conformity with the provisions of this Ordinance and other Ordinances of Pendleton, South Carolina, then in force, the **Zoning Administrator shall issue a building permit** upon payment of any required fees. If a permit is refused, the Zoning Administrator shall state such refusal in writing with the cause.

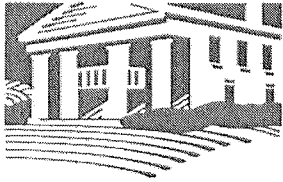
303.3 The building permit shall contain at least the following information: the name and address of the applicant, the block or street number of the lot to which the permit applies, the zoning district in which the property is located, whether the permit authorizes tree felling, excavation, or construction (if construction, the type of structure to be built), the date of the application, and the signature of the applicant and the Zoning Administrator.

303.4 Before commencing either tree felling, excavation, or construction, the permit (or copy thereof) shall be placed conspicuously on the front property line therein described for the duration of the felling, excavation or construction, and in such a way that it is protected from the weather.

303.5 An improperly issued permit is without effect. The Town Council reserves the right to revoke any permit which is issued for any use that is contrary to the uses, areas, and other restrictions set forth in this Ordinance or any other Ordinance in effect at the time of issuance. A permit may also be revoked if unauthorized or otherwise improper clearing, excavation, filling or construction has taken place under an authorized permit. **Unauthorized clearing, excavation, filling or construction may also be a violation of this ordinance and the ordinance adopting the Standard Building Code and shall be subject to the fines and penalties stated therein.**

SECTION 304 – CONSTRUCTION PROCESS

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.



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SOUTH CAROLINA

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SECTION 903 – PARKING AND LOADING REQUIREMENTS – PURPOSE

Areas suitable for parking or storing automobiles in off-street locations shall hereafter be required in all CB zoning districts at the time of the initial construction of any principal building; or when a **structural alteration or other change in a principal building produces an increase in dwelling units, guest rooms, floor area, seating or bed capacity, or which changes the use so as to require more parking to serve that use, or when a conversion in use occurs.** Such off-street parking area shall have direct access to a street or alley, and shall be developed and maintained in accordance with the landscaping provisions of this Ordinance (**See Sections 801 and 808**)...

903.3 Area and Paving Required for Parking Spaces: Excluding aisles, maneuvering space, turn-around space, and drives, each required off-street parking area, lot, or other facility shall contain a minimum of one hundred eighty (180) square feet and shall contain a minimum **measurement of nine (9) feet in width and twenty (20) feet in length for each automobile** to be accommodated. Aisles, islands, and pedestrian walkways shall conform to the general landscaping provisions of Section 808, and specifically to Section 903.4. **No parking or maneuvering area shall be located in any public right-of-way.** The number and location of all curb-cuts shall be governed by Section 901.4.2 of this Ordinance. **All off-street parking spaces shall be paved with concrete, asphalt, tar gravel, or gravel except the following:** (1) one and two-family dwelling units; (2) those instances where residential dwelling units are being converted to commercial uses which require less than five (5) parking and loading spaces or more in order to meet the terms of this Ordinance. **A scale drawing or layout of all required parking areas showing the location, size and arrangement of the individual parking spaces, loading spaces, and landscaped areas shall be submitted to the Zoning Administrator for his approval.**

SEE SECTIONS 801, 808, AND 903 FOR DETAILED INFORMATION ON LANDSCAPING, SCREENING, AND BUFFERING. PARKING REQUIREMENTS AND AMOUNTS ARE FOUND IN SECTION 903.



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Sketch/Scale Plan Checklist

Single Family, Duplex, and Manufactured Home Dwellings

General Information (List):

- _____ Scale based on engineer's scale
- _____ North arrow
- _____ Plan date
- _____ Owner name and address
- _____ Site address (with lot number, if applicable)
- _____ Acreage or square footage of parcel
- _____ TMS number
- _____ Zoning classification of property
- _____ Existing use (Example: "Existing Use = Single Family")
- _____ Proposed changes to property (Example: "Proposed Changes = New House")
- _____ Height and stories of structure
- _____ Footprint area for all structures on the lot (including all accessory buildings)
- _____ Number of bedrooms and bathrooms (if addition, list OLD (NEW) numbers)

Sketch/Scale Plan (Draw and Label ALL Items and Label *Existing* or *Proposed* where applicable):

- _____ Property lines with dimensions
- _____ Setback lines
- _____ All structures (main and accessory structures)
- _____ Streets
- _____ Pavement and driveway widths
- _____ Distance from curb cuts (driveways) to road intersection (20' minimum)
- _____ Points of ingress/egress, or driveways (minimum 9', maximum 20')
- _____ Parking areas and surface materials (pavement, grass, etc.)
- _____ Dimensions of parking spaces/driveway (if proposed)
- _____ Sidewalks (4' minimum width)
- _____ 100 year flood plain

If a new home:

- _____ Right-of-ways
- _____ Sewer & water lines labeled with diameters
- _____ All easements



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SOUTH CAROLINA

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PENDLETON

S O U T H C A R O L I N A

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Sketch/Scale Plan Checklist

All Uses Except Single Family, Duplex, and Manufactured Home Dwellings

General Information (List):

- _____ Scale based on engineer's scale
- _____ North arrow
- _____ Plan date
- _____ Owner name and address
- _____ Vicinity Map (at scale of 1" = 10' or up to 1000')
- _____ Site address (with lot number, if applicable)
- _____ Acreage or square footage of parcel
- _____ TMS number
- _____ Zoning classification of property
- _____ Zoning classification of adjacent properties
- _____ Existing use (Example: "Existing Use = Town House")
- _____ Proposed changes to property (Example: "Proposed Changes = Bed and Breakfast")
- _____ Height and stories of structure
- _____ Footprint area for all structures on the lot (including all accessory buildings)
- _____ Gross floor area of all structures
- _____ Parking calculations (Amount of spaces existing, proposed, total spaces and spaces required)
- _____ Vehicle Use Area (VUA)
- _____ Landscape Area (10% of VUA)
- _____ Legend (if symbols are used on sketch/scale plan)

For residential construction:

- _____ Number of dwelling units per structure
- _____ Number of total dwelling units
- _____ Density of development (units per acre, not including right-of-way area)
- _____ Number of bedrooms and bathrooms per unit (if addition, list OLD (NEW) numbers)

See next page for Sketch/scale drawing and labeling requirements
For All Uses Except Single Family, Duplex, and Manufactured Home Dwellings



PENDLETON

SOUTH CAROLINA

History, Hospitality & Happenings!

Sketch/Scale Plan Checklist (continued)

All Uses Except Single Family, Duplex, and Manufactured Home Dwellings

Sketch/Scale Plan (Draw and Label ALL Items and Label *Existing* or *Proposed* where applicable):

- _____ Property lines with dimensions
- _____ Setback lines
- _____ All structures (main and accessory structures)
- _____ Landscape buffer areas and screens (see Sections 808, 903.4, and 904 in Zoning Ordinance)
- _____ Landscape planter islands (one 50 sq.ft. planter minimum per 15 parking spaces in a row)
- _____ Trees, tree masses, shrubs
- _____ Fences and walls with heights and materials
- _____ Streets
- _____ Right-of-ways
- _____ Pavement and driveway widths
- _____ Vision clearance triangles at intersections (25' clearance as in Section 901.3)
- _____ Distance from curb cuts (driveways) to road intersection (20' minimum)
- _____ Points of ingress/egress, or driveways (minimum 9', maximum 20')
- _____ Parking areas and surface materials (pavement, grass, etc.)
- _____ Off-street parking spaces with typical dimensions and aisle widths (including ADA spaces)
- _____ Off-street loading (if applicable)
- _____ Sidewalks (4' minimum width)
- _____ 100 year flood plain
- _____ Sewer & water lines labeled with diameters
- _____ All easements
- _____ Freestanding signs (proposed signs will require a sign permit)