



Single Family/Duplex/Townhouse Building Permit Application

Checklist for All Applications

A complete application shall include the following information. Please initial to signify that the requested information has been provided.

	Applicant Initials	Staff Initials
A copy of this Checklist, completed by the applicant.	<input type="text"/>	<input type="text"/>
A completed and signed Permit Application Form.	<input type="text"/>	<input type="text"/>
Construction Documents (No paper. Construction plans should be submitted in a single PDF that contains all documents. Large sets may be divided by discipline.)	<input type="text"/>	<input type="text"/>
List of documents provided in digital construction documents (submittal list)	<input type="text"/>	<input type="text"/>
(The following information is required for New Construction and Additions)		
Site Plan (IRC Section R106.2)	<input type="text"/>	<input type="text"/>

<i>For staff use only</i>	
Date received (MM/DD/YY): ____/____/____	By: _____



Single Family/Duplex/Townhouse Building Permit Application

1. Applicant/Contractor Information

Name		SCLLR License #	
Company (if applicable)		License Type	License Classification
Address (street, city, state, zip)			
Phone	Email		

2. Property Information/Location of Proposed Work

Address (street, city, state, zip)	Unit/Suite
Tax Map Reference Number(s)	Occupied during construction? <input type="checkbox"/> Yes <input type="checkbox"/> No

3. Zoning Information

Current use		Proposed use	
Front setback	2 nd front setback	Side setback	Rear setback
Building Height - current	Building height - proposed	Number of stories - current	Number of stories - proposed

4. Property Status

Pursuant to S.C. Code § 6-29-1145, is this tract or parcel restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity described in this permit? Yes No

5. Project Description

Provide a **detailed** description of the proposed work.



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6. Use and Occupancy

Select proposed Use and Occupancy

- Single Family
- Duplex
- Duplex Unit (1 unit within a duplex)
- Townhouse (3 stories or less)
- Townhome Unit (1 unit within a townhouse)
- Accessory Structure

7. Type of Work

Select all that apply

- New Construction
- New Modular/Prebuilt structure
- Addition to existing building
- Exterior renovations only
- Interior & exterior renovations
- Interior renovation only
- Full Building Demolition
- Retaining Wall
- Fence over 7' tall
- Swimming pool
- Other: _____

8. Valuation

(Submit executed contract with contractor qualifications form.)

Total expected project valuation: _____

9. Signature

It is understood and agreed by the undersigned that the approval of this application does not constitute a privilege to violate Building Code, Zoning Ordinance, or other Ordinances of the City of Columbia, and that any omission of or misrepresentation of fact with or without intention of the undersigned, or any alteration or change from this application without approval of the Building Official shall constitute sufficient grounds for the revocation of any permit issued which was based on the approval of this application.	
Signature of Applicant	
Print Name	Date