

What is Needed in Order to Apply for Your Permit?

1. Two sets of drawings
2. A site plan of your property showing your property lines and any existing buildings on the property. This plan should show all exact dimensions and distances.
3. A recorded copy of the plat of property.
4. If being built in town a letter from the town must be submitted stating that water and sewer will be supplied by the town.
5. If you are not a licensed contractor and plan to build your own home you will need to sign an owner/builder form which you may acquire from the Building Department. This form must be notarized and registered with the County Clerk of Court. The Clerk of Court will charge a \$15.00 fee for this.
6. If building on an undeveloped lot and the lot is on a paved road you will need an encroachment permit from the State Highway Dept. for your driveway.

The Plans Examiner will check your drawings and contact you if there are any questions. When the Plans Examiner has finished examining the drawings they will be stamped and one set will be returned with comments if needed. The Building Department will keep on file the other set. You must keep your set of drawings on the work site.

When Can You Move Into Your New Home?

After your home has gone through all of the required inspections and have presented a final DHEC report along with a termiticide report you will be issued a Certificate of Occupancy. After you receive your copy of the final inspection indicating approval to occupy the home you may move into your new home. After this inspection you may come to the Building Department and pick up your Certificate of Occupancy or it will be mailed to you shortly thereafter.

The Building Department will keep the drawings of your home for one year after completion. You may have them back after the one year period. If you do not make arrangements to pick them up they will be recycled.

BUILDING A NEW HOME

Hampton County Building Department



Congratulations! Building a new home is an exciting and scary adventure. In order to enjoy your home for many years to come it is imperative that you utilize your County Building Department to ensure that your home is built according to code. Buildings constructed to code are safer buildings.

Hampton County Building Department
B.T. Deloach Building
201 Jackson Ave, West
Hampton, SC 29924
Phone: 803-914-2127
Fax: 803-914-2130

How Much Will Your Permit Cost?

The cost of your building permit is based on the square footage of your living space, garages and porches.

The permit is calculated using the International Building Code calculations.

The initial cost of your permit will be based on information given to the permit tech at the time of application. The fees will be due when you apply for your permit. This cost may be recalculated after the plans are examined by the Plans Examiner.

When is it O.K. to Begin Building Your New Home?

You may begin work on your home once the Building Permit has been issued and your set of plans have been returned to you. If there are deferred items to be submitted later, that part of the building inspection will not be done until those items are submitted. The Building Permit and your set of plans must be displayed at the site.

You must have a container on site for waste materials. They may not be placed on the ground.

There must also be sanitary facilities on site.

What Inspections Should You Request?

This list is inclusive of all types of home construction and may or may not pertain to you. If you are not sure please call us.

1. Temporary Power.
2. Underground Plumbing.
3. Footing or foundation.
4. Rough Plumbing.
5. Rough Electrical.
6. Rough HVAC.
7. Nailing and strapping.
8. Framing.
9. Insulation
10. Final Plumbing.
11. Final Electrical.
12. Final HVAC.
13. Permanent Power.
14. Final Inspection – Certificate of Occupancy.

PRIOR TO BEING ISSUED A CERTIFICATE OF OCCUPANCY A TERMITICIDE REPORT AND FINAL DHEC APPROVAL MUST BE SUBMITTED.

When you call for an inspection it will generally be done either the same day or the next day. A copy of the inspection will be left on the site.

You may call 803-914-2127 to schedule inspections.

Office hours are 8:00 to 5:00.