

## What is Needed in Order to Apply for Your Permit?

1. Two sets of drawings showing how you plan to build your project. Include dimensions and building materials.
2. A site plan of your property showing your property lines, existing buildings and the new project. This plan should show all dimensions and distances.

If the owner of a residential property is planning to do his own addition he will by state law be required to sign a notarized disclosure statement and file it with the County Clerk of Court. The Clerk of Court has a \$15.00 fee for this. The form may be acquired in the Building Department.

The Plans Examiner will check your drawings and contact you if there are any questions. When the Plans Examiner is finished with the drawings they will be stamped and one set will be returned to you 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 Use Your New Addition?

You may begin using your new addition once you have received a copy of the final inspection authorizing use. Depending on the project, this may include a Certificate of Occupancy (referred to as a C.O.) This can be picked up at the Building Department or it will be promptly mailed. Some additions, including porches and decks, do not require a C.O. If you are not sure, please call us.

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

## BUILDING ADDITIONS/PORCHES TO YOUR HOME

### Hampton County Building Department



*When adding a new room or porch to your home or enlarging an existing one, you are required by law to purchase a building permit. Utilizing the Building Department's Professionals is a good way to ensure your project 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?

1. The cost of your building permit is based on the value of your project. This will be determined by the cost of materials and labor - even if it is built by the owner. Generally, if the owner is building it himself we will double the cost of materials to determine the value.
2. The permit is calculated using the International Building Code calculations.
3. The initial cost of your permit will be based on information given to the permit tech at the time of application. This cost may be recalculated after the plans are examined by the Plans Examiner.

## When is it O.K. to Begin Building Your New Addition or Porch?

You may begin work on your project once the Building Permit has been issued and your set of the 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 have been 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 construction projects 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

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 a.m. to 5:00 p.m. Monday thru Friday.