



# **Guidelines for Plan Review and Permits Community Development Department City of Gaffney, SC Effective Date: January 30, 2019**

## **1. PLAN REVIEW**

- A plan review is required on any new structure, major remodel, or “change of occupancy” classification. A plan review is also required on most land disturbance activities. Please contact our office (864-487-8500) for additional plan submittal/review requirements or questions.
- If plans submitted for review involve properties located in the Historic Preservation Overlay District (HPOD), then a Certificate of Appropriateness application may be needed as well. The application will be reviewed by the Zoning Administrator and/or the Architectural Review Board on a case-by-case basis, and the review may require additional time and information.
- The plan review fee is half the cost of a building permit and/or land disturbance permit and is figured on the entire cost of the undertaking. The plan review fee shall be paid at the time of plan submittal; the technical review will not begin until the fees are paid and all appropriate information has been submitted, including a site plan.
- Typical plan review time is ten (10) working days. Applicant will be notified by the City in writing upon completion of plan review. A resubmittal fee may be required on any plans that must be submitted more than twice. This fee will be determined by the City on a case-by-case basis.
- A plan review is valid for six (6) months after the date of the City’s response letter. After six months the review comments may be voided (and the process must begin again) if the City has not received revised plans or issued the applicable permits.
- Land disturbance activities typically require plan review/approval/permitting, regardless of the size of structure (if any). Additional requirements for land disturbance activities are addressed in the City’s Stormwater Management Policy. This policy is available upon request.
- For all projects involving structures over 5,000 square feet or more, or classified as Assembly, Educational, or Institutional, please submit five (5) sets of plans signed and sealed by a properly licensed design professional, or four (4) paper sets and one (1) electronic (PDF) version.
- For all structure additions, renovations, remodeling, or new construction projects involving less than 5,000 square feet which are not classified as Assembly, Educational, or Institutional, please submit five (5) sets of plans, or four (4) paper sets and one (1) electronic (PDF) version.

- For One and Two Family Residential structures, please submit two (2) sets of plans or narrative scope of work with detailed information such as: site plan that shows parcel lines and structures, width and depth of footing, lumber spans and o/c spacing, pier spacing, type of siding, use of structure, etc. **\*NOTE: A string may be required to be pulled along the property line for setback verification.\***

## 2. APPLICABLE CODES

2015 – International Residential Code with SC modifications  
 2015 – International Building Code with SC modifications  
 2015 – International Plumbing Code with SC modifications  
 2015 – International Mechanical Code with SC modifications  
 2015 – International Fuel/Gas Code with SC modifications  
 2015 – International Fire Code with SC modifications  
 2009 – South Carolina Energy Conservation Code  
 2015 – International Existing Building Code  
 2015 – International Property Maintenance Code  
 2014 – National Electrical Code (NFPA 70)  
 2017 – ICC/ANSI A117.1 Code

## 3. PERMITS

- Permits are required for most projects. However, no permit is required if the work is under a designated dollar amount and no inspection is required on the project. Please contact our office to determine whether a permit is required for the project before beginning work.
- The cost of a permit will be doubled if the permit is obtained after work has commenced without approval from the Community Development Department.
- A moving permit is required on any structure that is moved onto or removed from a city lot. A manufactured home will need a moving permit, as well as any building or other permits needed to properly install the home before a Certificate of Occupancy will be issued.
- A demolition permit is required for any structure that will be demolished. A letter from SCDHEC concerning asbestos and lead paint must accompany the permit application for any commercial project. A commercial project includes any structure (even a house) being torn down for a commercial purpose.
- A fire suppression system (mechanical hood) located within a building will be issued a mechanical permit. Outside, underground suppression piping will be issued a plumbing permit.
- A freestanding pylon sign, or any sign over ten feet tall, requires a building permit. Additional sign regulations are addressed in the City's Zoning Ordinance.
- A properly issued permit is valid as long as work on the project is being actively performed. A permit becomes void after 180 days of inactivity on the project.

## 4. ADDRESS

Address numbers shall be established or verified prior to any issuance of a permit.

## 5. FEES

The City's fee schedule for plan review and permits is available upon request.