

HOW TO OBTAIN A COMMERCIAL PERMIT

CITY OF UNION

If you are here to obtain a commercial building permit, you will need to:

You will need to submit two (2) sets of site plans and construction drawings.

If the structure will occupy more than 5,000 square feet or if the use is to be used for assembly, educational, or institutional purposes the plans must be sealed by the state licensed architect or engineer.

The Plan Review Coordinator will review your construction plans for code compliance.

After approval of the site plan, the sewage disposal system and the construction drawings must be approved before the permit for construction can be issued.

For permits over \$5,000 a state-licensed general contractor is required.

The contractor will need to have the following information in order for the permit clerk to issue the building permit:

- Cost of project
- Size of project
- Use of structure
- List of sub contractors
- Contractor number (if applicable)

The permit clerk/s will give you directions on how to request inspections and how to obtain inspection results.

The building may be occupied only after a final inspection and a certificate of occupancy is issued by the City of Union Planning Department.

If you have any questions, or if you do not understand what you are being asked to do, please do not hesitate to ask the clerk/s to explain to you again, what you need to do. If we can be of further service, please call (864) 429-1720.