

**CITY OF UNION
INFORMATION REQUIRED
FOR PLAN REVIEW AND/OR A BUILDING PERMIT**

1. Submit a completed City of Union Certificate of Zoning Compliance Application.
 2. Submit a completed Building Permit Application.
 3. Please complete the applicable applications: Plumbing, Electrical, and Mechanical.
 4. Submit documents showing correct address of property to be built upon.
 5. Submit a site plan.
 6. Plan review fee is due at time of plan review request.
- For all additions, renovations, remodeling, or new construction less than 5,000 square feet not classified as Assembly, Educational, or Institutional, please submit three (3) sets of plans (plan submittal requirements are available upon request) drawn to scale.
 - For all structures 5,000 square feet or more, or classified as Assembly, Educational, Institutional, or Hazardous, please submit three (3) complete sets of plans signed and sealed by a licensed professional and a digital copy.
 - For R-3 One and Two-Family Residential classifications, please submit only one (1) set of plans/or scope of work with detailed information such as: width and depth of footing, lumber spaces and o/c spacing, pier spacing, type of siding, use of structure, including specialty building, mechanical, electrical and plumbing systems & etc.
 - At the time of issuance of building permit a plan review fee will be due for all structures that are not R-3 One and Two-Family Residential classifications. Plan review fees and building permit fees are in accordance with the City of Union BUILDING & utility Permit Rates.
 - Typical review time is ten (10) working days. You will be notified upon completion of review.

CURRENT ADOPTED RESIDENTIAL CODES

2015 International Residential Code and Appendix G – Swimming Pools, Spas, Hot Tubs

CURRENT ADOPTED COMMERCIAL CODES

2015 – International Building Code
2015 – International Plumbing Code
2015 – International Mechanical Code
2015 – International Fuel/Gas Code
2015 – International Fire Code
2014 – National Electric Code
2009 – International Energy Conservation Code
2015 – International Existing Building Code
2015– International Property Maintenance code
2017-American National Standards Institute, Accessibility Guidelines (ANSI A117.1)

All incomplete applications will not be processed and the contact person will be notified.

For questions pertaining to South Carolina Licensing requirements, please contact LLR at (803) 896-4696. For zoning questions or sign permit, please call City of Union Planning Department at (864) 429-1720. For building, electrical, plumbing or mechanical questions, please call Wayne Willis in the City of Union Planning Department at (864) 429-1720. For inspection requests (24 hour notice), please call the City of Union Planning Department at (864) 429-1720. Please have your permit number when scheduling an inspection. Permits are issued Monday – Friday 8:15 a.m. until 5:00 p.m.

**BUILDING PERMIT APPLICATION
CITY OF UNION**

PERMIT TYPE: RESIDENTIAL MOBILE HOME COMMERCIAL

PROJECT ADDRESS: _____

OWNERS/LEASEE NAME: _____

TAX PARCEL NO: _____ **LOT#:** _____ **LAND AREA (SQ.FT.) ZONING** _____

PERMIT INFORMATION:

TYPE OF WORK: NEW ADDITION ACCESSORY INTERIOR SHELL DEMO OTHER

TYPE OF CONSTRUCTION: I II III IV V VI

PROJECT SIZE (Sq. ft.): Heated _____ Unheated _____ #Stories _____ Basement? _____ Elevation _____ ft.

ONE/TWO FAMILY, MODULAR, OR MOBILE HOME: #ROOMS: _____ **#BEDROOMS:** _____ **#BATHS:** _____

WORK INCLUDES: ATTACHED CARPORT ATTACHED GARAGE MASONRY
FIREPLACE(S)

MULTI-FAMILY: # UNITS: _____ **# HANDICAPPED UNITS:** _____ **SPRINKLERS:** YES

SERVICES: _____

ELECTRICAL:

NEW EXISTING **TOTAL AMPS:** _____ **# CIRCUITS: SINGLE** _____ **DOUBLE** _____ **TRIPLE** _____

TRANSFORMERS? _____

MECHANICAL:

GAS CONNECTIONS: _____ **# APPLIANCE:** _____ **TYPE OF SYSTEM:** _____

PLUMBING:

FIXTURES: _____ NEW WATER LINES NEW SEWER WATER HEATER

CONTRACTORS:

TYPE:	NAME & ADDRESS	LICENSE #	PHONE #	CONTRACT COST (NEAREST \$100)
-------	----------------	-----------	---------	----------------------------------

Bldg.

Elec.

Mech.

Plumb.

Arch.

Eng.

TOTAL ESTIMATED PROJECT COST: _____

COMMENTS: _____

CONTACT PERSON: _____ **PHONE #:** _____

The undersigned hereby certifies that he/she is either the owner or the authorized agent of the owner and hereby makes application for permit and inspection of work described and agrees to comply with all applicable law regarding the work,

SIGNATURE: _____ **DATE:** _____

CITY OF UNION

APPLICATION FOR ELECTRICAL PERMIT

Building Permit # _____ Date: _____

Request for an Electrical Permit on the property located at: _____

(Account #) (Lot or Street #) (Street) (Subdivision Name)

This Property Is: Residential () Commercial () Industrial ()

Size of service in amps: _____ Total square footage of structure: _____

Residential and Commercial

Schedule of Fees

A. **Issuing Permits** \$15.00 Total _____

B. **Services**

Residential – 100 Amp \$10.00 Total _____

200 Amp \$20.00 Total _____

Commercial \$35.00 Total _____

Temporary Pole \$15.00 Total _____

C. **Branch Circuits** Residential Commercial Total _____

For each branch circuit
Over current devices

Single Pole \$1.00 \$1.50 Total _____

Double Pole \$2.00 \$2.50 Total _____

Three Pole \$3.00 \$3.50 Total _____

TOTAL \$ _____

Cost of Job: _____

Property Owner _____

Address: _____

Name of General Contractor: _____

Name of Electrical Contractor: _____

Signature of Individual Requesting Permit: _____

CITY OF UNION

Application for Plumbing Permit

Building Permit #: _____ **Date:** _____

Request for a Plumbing Permit on the property located at: _____

This Property Is: **Residential ()** **Commercial ()** **Industrial ()**

Total square footage of structure: _____

PERMIT FEES:

For issuing each permit-----\$15.00 _____

PLUS THE FOLLOWING WHEN PROVIDED:

For each Plumbing Fixture – Floor Drain or Trap
(including Water & Drainage Piping)-----\$3.50 _____

Cost of Job: _____ **TOTAL \$** _____

NOTICE: Plans and specifications of all old and new plumbing work must be approved by the Building Official and/or the Plumbing Inspector before starting work.

Property Owner: _____

Name of General Contractor: _____

Name of Plumber: _____

Signature of Individual Requesting Permit: _____

CITY OF UNION

Application for Mechanical Permit

Building Permit #: _____ **Date:** _____

Request a permit to do Mechanical work on the property located at: _____

(Account #) (Lot or Street #) (Street) (Subdivision Name)

This property is: Residential () Commercial () Industrial ()

This work to consist of: New Installation () Addition or re-work ()

MECHANICAL PERMIT FEES

INITIAL FEE

For issuing each permit-----\$15.00 _____

ADDITIONAL FEES:

Fee for inspection heating, ventilating, ductwork, air-conditioning and refrigeration systems shall be \$15.00 for the first \$1,000.00 or fraction thereof, of valuation of the installation plus \$5.00 for each additional \$1,000.00 or fraction thereof. _____

TOTAL \$ _____

Property Owner: _____

Cost of Job: _____

Name of General Contractor: _____

Name of HVAC Contractor: _____

Signature of Individual Requesting Permit: _____

CITY OF UNION

Planning Department

STATEMENT OF INTENDED SCOPE OF WORK

Name of Property Owner/Business: _____

Site Location: _____

Please state in writing a complete detail of the work to be done on the property listed above:

Certification: The applicant certifies information on this statement is true and correct. If any information is false or misleading, the permit shall be considered void.

Signature & Title of Applicant

Date

Applicant's Printed Name

Business Name