

CITY OF UNION

HOW TO OBTAIN A COMMERCIAL PERMIT

- **Permits for multi-family and commercial structures:**

The contractor must submit a completed Residential or Commercial Building Permit Application, as applicable, along with three (3) sets of plans for review and one (1) digital set. On the permit application, the applicant will be required to provide information such as construction address, tax parcel number, property owner's name, construction cost, contractor names, setbacks, and a description of work being done. Specifications must be submitted for new commercial projects. If the building exceeds 5,000 square feet or will be used as a place of assembly or for institutional or educational purposes plans must be stamped by a design professional. All plans must include structural, plumbing, mechanical, electrical, fire protection, elevator and foundation details. A site plan showing drainage calculations and detention must also be submitted. A plot plan (8 ½ x 11 site schematic) showing lot size, the location of all proposed and existing structures, and additions, and setbacks (distances from structures/additions to the property lines) should also be submitted. The contractor must present proof of appropriate City and State license when submitting the permit application.

The permit clerk 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 to explain to you again, what you need to do. If we can be of further service, please call (864) 429-1720.