

City of Union

Residential Building Plan Review Requirements

1. 911 Address
2. Tax Map Number
3. Recorded Plat of Property
4. One electronic/paper copy of plans.
 - a. This includes foundation plan, floor plans, framing plans, (to include decks/porches) elevations, sections/details, and an electrical plan.
 - b. A foundation drain will need to be acknowledged on all submittals and installed as needed and inspections requested per the 2018 IRC section R405.
5. South Carolina Residential Builder or a General Contractor's License to apply for permit along with name, address, and telephone number of the company, & contractors email address.
6. Subcontractor's list with their applicable SC contractor's license number(s) along with name, address, and telephone number of companies, & contractors email address.
7. A completed City of Union Building Permit Application.
8. Residential Energy Code Compliance Check verifying the insulation values are correct for residential applications. The below link is a free energy design provided by the SC Department of Energy.
 - a. <https://www.energycodes.gov/rescheck>
9. Site Plan – showing easements, lot dimensions, setbacks, proposed house location and flood zone (if applicable).
10. **HVAC submittal:** Project specific Manual J and Manual D HVAC design (project address and square footage must be included).
11. Please provide manufacturer documentation if not using ½ anchor bolts for foundation connection. i.e., if using metal straps, please show schedule for O.C. spacing per manufacturer. (This ranges from 2'-9" and up) (See Simpson strong tie website for example).
12. Please state how wing wall of garage will be braced and see the 2018 IRC figure R602.10.6.3 for "Portal Frame" example from code.
13. Please state how separation from garage to living quarters will be maintained. (If a garage is applicable).
14. It is the contractor/owner's responsibility to submit any changes or deviations from the plans submitted and approved throughout the duration of the project, prior to executing the change(s).
15. Any other relevant information deemed necessary by the Building Department may be requested at any time throughout the duration of the project.

Please submit plans via email to Kathy Teague at kteague@cityofunion.org or by delivery to 101 Sharpe Ave, PO Box 987, Union SC 29379 for questions please email or call 864-429-1720

You are not permitted to begin work until a permit has been issued. If a job is started before a permit is issued it will result in a fine double the total permit cost.

Please allow up to five days for residential plan review / permit issuance.