

**City of Walterboro**  
**SITE WORK PERMIT APPLICATION**

<i>Applicant to complete numbered spaces only.</i>		<b>1. CONTRACTORS EMAIL:</b>		
<b>2. Job Address</b>		RESTRICTIVE COVENANTS: YES or NO		
<b>3. OWNERS EMAIL:</b>		<b>4. Tax Map #</b>		
<b>5. Owner</b>	Mail Address	<b>6. Phone</b>		
<b>7. Contractor/Sub-Contractor</b>	Mail Address	<b>8. Phone</b>	<b>9. SC License No.</b>	
<b>10. Architect</b>	Mail Address	Phone	SC License No.	
<b>11. Engineer</b>	Mail Address	Phone	SC License No.	
<b>12. Use of Building/Structure</b> <input type="checkbox"/> SINGLE FAMILY RESIDENCE <input type="checkbox"/> MULTI-FAMILY/DUPLEX <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> OTHER				
<b>13. Class of Work:</b> <input type="checkbox"/> NEW BLDG <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION <input type="checkbox"/> REPAIR <input type="checkbox"/> MOVE <input type="checkbox"/> REMOVE				
<b>14. Describe Work:</b>				
<b>15. Valuation of work: (Materials &amp; Labor) \$</b>		<b>16. IS GENERAL CONTRACTOR PAYING FOR ALL SUBS PERMITS? CIRCLE ONE: YES NO</b>		
<b>BUILDING OFFICIALS NOTES:</b>				
<i>PERSON SIGNING PERMIT IS RESPONSIBLE FOR REMOVAL OF ALL DEBRIS</i>		<b>Size of Bldg. (Total) Sq. Ft.</b>	<b>Occupancy Group</b>	
Application Accepted By:	Plans Checked by:	Approved for Issuance By:	<b>ZONING DISTRICT</b>	
		<b>Use Zone</b>		
<b>NOTICE - for NEW COMMERCIAL &amp; RESIDENTIAL WORK</b> <b>SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING, VENTILATING OR AIR CONDITIONING.</b> THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN <b>6 MONTHS</b> , OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF <b>6 MONTHS</b> AT ANY TIME AFTER WORK IS COMMENCED.		<b>Types of Construction</b>		
		<b>FEES</b>		
		<b>Plan Check Fee</b>	(1/2 of permit fee)	
		<b>Certificate of Zoning Compliance-Residential</b>		\$ 20.00
		<b>Certificate of Zoning Compliance-Commercial</b>		\$ 50.00
		<b>Certificate of Appropriateness-Historic Dist</b>		(no fee)
		<b>Application Filing Fee</b>		\$ 30.00
\$1000 or less		\$15.00	\$ 15.00	
1,001 to \$50,000		\$5/thousand		
51,001 to \$100,000	\$ 260.00	\$4/thousand		
100,001 to \$500,000	\$ 460.00	\$3/thousand		
501,000 and up	\$ 1,660.00	\$2/thousand		
<b>17. Signature of Contractor or Authorized Agent</b> _____ <b>Date</b> _____				
				<b>Permit Fee</b>
<b>18. Signature of Owner (If Owner Builder)</b> _____ <b>Date</b> _____				
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		<b>PERMIT NUMBER:</b> _____		



**City of Waltherboro**  
**CERTIFICATE OF ZONING COMPLIANCE**

**11.2.1.A.** No land shall be developed or building or other structure erected, constructed, moved, added to, or structurally altered without a Certificate of Zoning Compliance issued by the Codes Enforcement Officer.

**A certificate of zoning compliance is required in advance of the following:**

1. The issuance of a building permit.
2. Grading or filling a lot.
3. **Changing the use of any part of a structure or lot**, including the increase of the number of dwelling units on a lot.
4. Extension of Utilities to a given site.
5. Constructing, erecting, moving, adding to, or structurally altering a sign that is required to have a Certificate of Zoning Compliance...

**11.2.1.B.** ... **NO Certificate of Zoning Compliance is necessary for the following uses:**

1. Street construction or repair.
2. Electric power, telephone, cable television, gas, water, and sewer lines, wires or pipes, together with supporting poles or structures, located within a public right-of-way.
3. Specific signs exempted in Chapter 5 of this Ordinance.
4. Mailboxes, newspaper boxes, birdhouses, flag poles, pump covers, doghouses, satellite dishes and similar structures as determined by the Administrator.
5. Interior alterations and renovations which do not alter the footprint, elevation, height, or use of an otherwise conforming use and/or structure.

**11.2.2.A.** Applications for Certificates of Zoning Compliance will be accepted only from persons having the legal authority to take action in accordance with the certificate...The Administrator may require an applicant to submit evidence of his/her authority to submit evidence of the application whenever there appears to be a reasonable basis for questioning this authority.

**11.2.2.C.** ...A fee, set by the City Council, shall be charged for the processing of such application.

**Applicant Name:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

		<b>SETBACKS</b>				
<b>Zoning District:</b>	<b>Check One:</b>	<b>F</b>	<b>CS</b>	<b>S</b>	<b>R</b>	
_____	<b>SFR-Single Family Residential District</b>	35	25	15	10	_____ <b>Variance Approval Needed</b>
_____	<b>MDR-Medium Density Residential District</b>	30	22	12	10	_____ Approved _____ Denied
_____	<b>HDR-High Density Residential District</b>	25	20	10	10	
_____	<b>NCD-Neighborhood Commercial District</b>	25	20	0	15	_____ <b>Conditional Use Needed</b>
_____	<b>CBD-Central Business District</b>	0	0	0	15	_____ Approved _____ Denied
_____	<b>GCD-General Commercial District</b>	35	20	0	15	
_____	<b>HCD-Highway Commercial District</b>	35	20	0	15	_____ <b>Certificate of Appropriateness</b>
_____	<b>ID-Industrial District</b>	35	25	25	25	_____ Approved _____ Denied
_____	<b>IICD-Interstate Interchange Commercial Dist</b>	35	20	0	15	
_____	<b>PDD-Planned Development District</b>					_____ <b>Hickory Valley National Historic Dist</b>
_____	<b>RCD-Resource Conservation District</b>	25	25	25	10	_____ <b>Waltherboro National Historic District</b>
_____	<b>A-O Airport Overlay</b>					_____ <b>Bed and Breakfast Overlay</b>
_____	<b>C-O Corridor Overlay</b>					_____ <b>Downtown Business</b>
_____	<b>HP-O Historic Preservation Overlay</b>					
_____	<b>RESTRICTIVE COVENANTS-HOME OWNERS ASSOC-ETC</b>					_____ <b>Commercial Fee \$50 (add to permit)</b>
						_____ <b>Residential Fee \$20 (add to permit)</b>

**Description of work:** \_\_\_\_\_

**APPROVED** \_\_\_\_\_ **NOT APPROVED** \_\_\_\_\_

**REASON** \_\_\_\_\_

Planning & Zoning Department

Date