

*City of Walterboro*  
**PERMIT APPLICATION**

Planning and Development  
300 Hampton Street  
Walterboro, SC 29488

DATE IN \_\_\_\_\_  
CLERK \_\_\_\_\_  
REVIEW # \_\_\_\_\_  
REF \_\_\_\_\_  
DATE OUT \_\_\_\_\_  
APPROVED BY \_\_\_\_\_

FLOOD ZONE \_\_\_\_\_  
BFE \_\_\_\_\_  
PANEL # \_\_\_\_\_  
ECERT REQ \_\_\_\_\_  
APPROVED BY \_\_\_\_\_

Property Owners Name (as listed on Tax book) \_\_\_\_\_

Property Owners Email \_\_\_\_\_

Property Owners Mailing Address \_\_\_\_\_ Telephone \_\_\_\_\_

SITE ADDRESS \_\_\_\_\_ IN HISTORIC DISTRICT:  YES  NO

Project Name \_\_\_\_\_ Bldg \_\_\_\_\_ # of Units \_\_\_\_\_ Occupant Load \_\_\_\_\_

Type of Work:  New  Addition  Alter  Repair  Move  Demolish  Other \_\_\_\_\_

Use of Improvements:  Single Family  Duplex  Apartment  Commercial  Institutional  Utility  Warehouse  
 Manufacturing  Condo  Industrial  Farm Building  Sign  Other \_\_\_\_\_

Type of Construction:  Metal  Wood  Steel  Concrete  Other \_\_\_\_\_

Exterior:  Brick  Concrete Block  Stone  Brick Veneer  Stucco  Metal  Wood  Glass  Vinyl

No. of Stories \_\_\_\_\_ No. of Bedrooms \_\_\_\_\_ No. of Baths \_\_\_\_\_ No. of Half Baths \_\_\_\_\_ Total # of Rooms \_\_\_\_\_

Type of Heating:  Central Air Cond.  Heat Pump  Other \_\_\_\_\_  Sprinkler Req.  Provided  N/A

Type of Fuel:  Oil  Gas  Electricity  Wood  Other \_\_\_\_\_

Unheated Areas:  Garage  Carport  Porches  Decks  Masonry Fireplaces (how many) \_\_\_\_\_

Total No. of Square Feet \_\_\_\_\_ Heated Space \_\_\_\_\_ Unheated \_\_\_\_\_

Remarks: \_\_\_\_\_

Value of Construction \$ \_\_\_\_\_ (INCLUDING MATERIALS & LABOR)

Building Permit Fee \$ \_\_\_\_\_ Permit # \_\_\_\_\_

Plan Review Fee \$ \_\_\_\_\_

Zoning Fee \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

TOTAL FEES \$ \_\_\_\_\_ City Business License # \_\_\_\_\_

CONTRACTORS NAME \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

CONTRACTORS EMAIL \_\_\_\_\_ STATE LICENSE # \_\_\_\_\_

CONTRACTORS ADDRESS \_\_\_\_\_

Architect or Engineer \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_ Fax # \_\_\_\_\_

Estimated Date of Completion \_\_\_\_\_ TMS # \_\_\_\_\_ Dist # \_\_\_\_\_ Zone \_\_\_\_\_ Verified \_\_\_\_\_

*THIS PERMIT MAY BE SUSPENDED OR REVOKED FOR VIOLATION OF ANY REGULATION IN EFFECT BY  
ORDINANCE OR OTHERWISE. BUILDING PERMITS ARE NOT REFUNDABLE OR TRANSFERABLE.*

Issued By \_\_\_\_\_ SIGNATURE \_\_\_\_\_  Owner  Contractor  Agent

Date \_\_\_\_\_ Please Print Name \_\_\_\_\_

# City of Walterboro

Planning and Development

300 Hampton Street  
Walterboro, SC 29488

Telephone: (843) 782-1000  
Fax: (843) 782-4747

## SCOPE OF WORK FOR ALTERATIONS / REPAIRS / ADDITIONS

\_\_\_\_\_ COMMERCIAL

\_\_\_\_\_ RESIDENTIAL

**SITE LOCATION** \_\_\_\_\_

**APPLICANT:**

**PLEASE DESCRIBE IN DETAIL EXACTLY WHAT YOU ARE DOING:**

---

---

---

---

---

---

---

---

---

---

\_\_\_\_\_  
**APPLICANT**

\_\_\_\_\_  
**DATE**

**REVIEWER COMMENTS:**

---

---

---

---

---

---

---

---

---

---

\_\_\_\_\_  
**REVIEWER**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PERMIT#**

*City of Walterboro*  
**PLANNING and DEVELOPMENT**  
**ROSTER CARD**

ADDRESS

PERMIT #

OWNER/BUSINESS

TRADE	CONTRACTOR	SC STATE LICENSE	CITY BUSINESS LICENSE	PHONE #
PLUMBER				
ELECTRICIAN				
HEATING & AC				
SIDING				
INSULATION				
ROOFER				
FLOORING				
MASON				
DRY WALL				
CARPENTER				
WALLPAPER				
PAINTER				
MOBILE HOME SETUP				
POOL				
SIGN				
FIRE SPRINKLER				
FIRE ALARM				
LANDSCAPING				
HOME MOVER				
PILE DRIVING				
DOCK/SEA WALL				
INTERIOR RENOVATION				
FOUNDATION/SLAB				
PEST CONTROL				
INTERIOR TRIM				
HOMEBUILDER				
GENERAL CONTRACTOR				
MECHANICAL CONTRACTOR				
OTHER				

SIGNATURE

DATE

PRINTED NAME

PHONE NUMBER

THIS FORM MUST BE COMPLETED AND REMAIN WITH PERMIT CARD TO BE PICKED UP BY THE INSPECTOR AT FINAL/CO.

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

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

\_\_\_\_\_

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

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

\_\_\_\_\_  
Planning & Zoning Department Date