### PROJECT LOCATION

**FOR ASSISTANCE COMPLETING THIS SECTION GO TO:** [WWW.GREENVILLECOUNTY.ORG](http://WWW.GREENVILLECOUNTY.ORG) (Real Property Services)

- **Zoning District:**
- **Property Acres:**
- **Subdivision Name:**
- **Street Address:**
- **City:**
- **State:**
- **Zip:**
- **Property Owner Name:**
- **New Owner:** [ ] Yes [ ] No
- **Mailing Address:**
- **City:**
- **State:**
- **Zip:**
- **Property Owner Email:**

### BUILDING / ZONING PERMIT

**NOTE:** Building Plans are Required for construction of Decks, Carports and Porches: Three (3) Copies of scaled Construction Plans including Survey or Site Plan (to include dimensions and setbacks) in each set. 

**FOR DECK CONSTRUCTION REFER TO DECK CONSTRUCTION HANDBOOK.**

- **Project Information:**
  - [ ] Addition
  - [ ] Remodel
  - [ ] Repair
  - [ ] Other

- **Structure Type:**
  - [ ] Single Family
  - [ ] Duplex
  - [ ] Carport / Porch
  - [ ] Garage
  - [ ] Deck
  - [ ] Accessory Structure
  - [ ] Other

- **Existing Square Feet of Home:**
- **Proposed Additional Square Feet:**
- **Total Combined Square Footage:**

- **Demolition:**
  - [ ] None
  - [ ] Structural
  - [ ] Non-Structural

- **DHEC APPROVAL REQUIRED:** [ ] Yes [ ] No

- **Heating Source:**
  - [ ] Electrical
  - [ ] Gas

- **Utility Company:**
  - [ ] Duke
  - [ ] Laurens

### ACCESSORY STRUCTURE

<table>
<thead>
<tr>
<th>Square Footage of Home</th>
<th>Square Foot</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are there any Existing Accessory Structures on the Parcels (sheds, pools other structure not attached to house):</td>
<td>[ ] Yes [ ] No</td>
</tr>
</tbody>
</table>

(If yes, illustrate the location and size of the structure on site plan) 

**Size:** [ ] Square Foot

- **Will the Proposed Structure replace any Existing Structures?** [ ] Yes [ ] No 

(If yes, illustrate on Site Plan)

- **Size(s) of Accessory Structures (Decks, Porches, Sheds, Carports):**
- **Total Square Feet**

(Illustrate the location and size of the structure on site plan)

### DESCRIBE WORK IN DETAIL:

- **CONTRACT AMOUNT / PROJECT COST:** $ __________
- **CONTRACTORS:** If you have not purchased an annual license, upgrade fees cannot be used.
- **BUSINESS LICENSE UPGRADE:** $ __________

$0.002 = $ ________
**PROPERTY AND USE**

Is the property owner performing this work? [ ] No [ ] Yes

If yes, skip contractor section below

Property Description:

- [ ] Owner Occupied
- [ ] Rental /Lease
- [ ] Sale

**GENERAL CONTRACTOR INFORMATION**

State License (LLR) #:

<table>
<thead>
<tr>
<th>Business Name:</th>
<th>DBA:</th>
<th>Business Phone Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing Address:</th>
<th>City:</th>
<th>State:</th>
<th>Zip:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Name:</th>
<th>Email:</th>
<th>Mobile Phone:</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**PERMITS REQUESTED**

Check all permits below that will be required for the job.

<table>
<thead>
<tr>
<th>Permits Requested</th>
<th>Contractor Business Name</th>
<th>State License Number</th>
<th>Cost of Construction</th>
<th>Permit Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building</td>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
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<tr>
<td>Electrical</td>
<td></td>
<td>$</td>
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<tr>
<td>Mechanical</td>
<td></td>
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</tr>
<tr>
<td>Plumbing</td>
<td></td>
<td>$</td>
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<td>$</td>
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<tr>
<td>Gas Piping</td>
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<td>$</td>
<td>$</td>
<td>$</td>
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<tr>
<td>Zoning</td>
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<td>$</td>
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</tr>
</tbody>
</table>

Total Project Cost $ $ 

Facilitator Notes:

<table>
<thead>
<tr>
<th>Total Permit Fee</th>
<th>Deposit</th>
<th>Plan Review</th>
<th>BL / BL Upgrade (if applicable)</th>
<th>Total Fee</th>
</tr>
</thead>
<tbody>
<tr>
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**SIGNATURE**

By signing this application I hereby certify that I am the owner or an authorized agent of the owner or company performing work stated above. I further certify that all information in this application is correct and that all work will comply with the South Carolina State Building Code and all other applicable state and local laws. I understand that if any information provided is found to be incorrect or falsely stated that this permit will be null and void and that I may be responsible for violation of other related laws and local ordinances. The Business and Development Services Department will be notified of any changes in the approved plans or specifications for the project as permitted.

Applicant: ____________________

- Printed Name: ____________________

Title: ____________________

Company Name: ____________________

Signature: ____________________

Phone Number: ( ) 

Email Address: ____________________
**BUILDING PLAN REVIEW CHECKLIST REQUIREMENTS**

**ALL DECK CONSTRUCTION SUBMITTALS REQUIRE A PLAN REVIEW AND ISSUANCE OF A BUILDING AND ZONING PERMIT**

**BUILDING PERMIT SUBMITTAL REQUIREMENTS:** Complete the Residential Addition/Accessory application, supply two (2) copies of a building sketch plan illustrating checklist requirements listed below OR completion of the Building Plan Review handout attached (located on the back).

**ZONING PERMIT SUBMITTAL REQUIREMENTS:** Supply two (2) copies of a site plan that is drawn to scale and shows property lines, lot dimensions and area; the location and dimensions of proposed and existing structures and driveway should be included as well as setbacks from all property lines.

*The building sketch plan must illustrate the following information:*

<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>APPLICANT TO INITIAL</th>
<th>STAFF TO VERIFY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide deck footing depth below grade and size of footing (width and thickness)</td>
<td></td>
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<tr>
<td>Provide type of decay resistant lumber (pressure treated wood, cedar, etc.)</td>
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<tr>
<td>Provide deck ledger board attachment to house- bolt &amp; nail size, type and spacing. <strong>Note: Ledgers cannot be attached to/through masonry wall covering.</strong></td>
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</tr>
<tr>
<td>Provide deck ledger board flashing material or indicate treated house band</td>
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<tr>
<td>Provide deck joist size and column support and spacing</td>
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</tr>
<tr>
<td>Provide deck girder/beam size and methods of connections to girder</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide deck post size and method of connection to girder and footing</td>
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<tr>
<td>Provide height of deck above finished grade. Indicated type of lateral bracing method for deck.</td>
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<tr>
<td>Proved deck handrail and guardrail height and picket spacing.</td>
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</tr>
<tr>
<td>Provide deck/porch stairway rise and run, number and size stringers, handrail dimensions and stringer attachment method.</td>
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</tbody>
</table>

*A DETAILED EXPLANATION OF THE REQUIREMENTS NOTED ABOVE CAN BE LOCATED IN THE RESIDENTIAL DECK CONSTRUCTION MANUAL PROVIDED BY THE BUSINESS AND DEVELOPMENT SERVICES DEPARTMENT*

**PLEASE NOTE:**

DECK BOARDS SHALL NOT BE INSTALLED UNTIL THE STRUCTURAL FRAMING INSPECTION HAS BEEN COMPLETED AND APPROVED
The purpose of this handout is to provide homeowners and contractors with a plan sheet that can be completed and used when submitting a deck permit application. Applicants who utilize this tool are encouraged to reference the residential deck construction manual when determining the structural components that will be required for the size of the deck that is proposed. A copy of the manual is provided at no charge.

**In order for this plan sheet to be accepted for review, all fill in the blank items below must be completed**

**Guard required for all decks 30" above grade**

**Picket Spacing:**

**Deck Height:**

**Rail Height:**

**Bottom Rail Opening:**