

HOW TO OBTAIN A COMMERCIAL PERMIT

COUNTY OF UNION

If you are here to obtain a commercial building permit, you will need to:

You will need to submit two (2) sets of site plans and construction drawings.

If the structure will occupy more than 5,000 square feet or if the use is to be used for assembly, educational, or institutional purposes the plans must be sealed by the state licensed architect or engineer.

You will need to make an application for a septic system, at a cost of \$150, or have a letter from the sewer service provider.

The Plan Review Coordinator will review your construction plans for code compliance.

After approval of the site plan, the sewage disposal system and the construction drawings must be approved before the permit for construction can be issued.

For permits over \$5,000 a state-licensed general contractor is required.

The contractor will need to have the following information in order for the permit clerk to issue the building permit:

- Cost of project
- Size of project
- Use of structure
- List of sub contractors
- Contractor number (if applicable)

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 Department of Building Safety.

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) 424-2341.

7. **Rough Mechanical** – Duct, refrigerant lines, condensate lines, thermostat wires, or other equipment that may be concealed in walls, ceilings, and floors should be installed at this inspection. Bath fans shall be vented to the outside and all draft stopping/fire stopping installed.

8. **Fireplace** – On all masonry fireplaces after flue damper, lintels and fire box is completed and the first flue line tile is installed before starting the chimney.

9. **Framing Inspection** – After all rough inspections are approved, but prior to insulation, house wrap, siding or brick veneer installation. If any trusses or engineered beams are used, the engineered plans, drawings, and/or specifications shall be on site.

10. **Insulation Inspection** – After the framing inspection has been approved an insulation inspection must be requested. R-Values will be verified: R-30 in ceiling, R-19 in floor. (See additional Energy Code handout.) R-13 in exterior wood framed walls. Duct work in an unconditioned space must be R-8.0, hot water systems and piping R-2. All windows must meet a 0.65 U Factor. A permanent certificate shall be posted on or in the electrical panel.

11. **Power/Meter Release** – Structure is weathertight and drywall is installed. The bottom of the footing shall be 12” minimum below undisturbed ground surface.

12. **Final Electrical** – All appliances, fixtures, outlet panels, switches installed, smoke detectors function, GFCI/arc fault properly functioning.

13. **Final Plumbing** – After all fixtures have been set, hot water turned on, backflow devices installed, all caulking complete.

14. **Final Mechanical** – After all equipment has been set and operating, grilles set, dryer vent.

15. **Final Building** – After all trades have been approved, a request for final inspection, R-Factor posted on/in electrical panel, all insulation complete, smoke detectors properly functioning. All handrails, guardrails, vapor barrier (if required) in crawlspace, foundation openings properly sealed. A Certificate of Occupancy permit will be issued once building final is approved.