



## City of Florence, South Carolina

324 W. Evans Street Florence, SC 29501  
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permitting@cityofflorence.com

# Building Permit Application

*Commercial, Residential, Moving, Agriculture and Manufactured Home*

Application Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_

### I. Applicant/Contractor Information

Name \_\_\_\_\_ Phone \_\_\_\_\_

Contractor's Address \_\_\_\_\_  
Street Address City/State/Zip

Email: \_\_\_\_\_ License Number and Class \_\_\_\_\_

Business License Number \_\_\_\_\_

Property Owner \_\_\_\_\_

Property Address \_\_\_\_\_

Tax Map Number \_\_\_\_\_ Total Square Footage \_\_\_\_\_

Utility Provider: ☐ Duke ☐ PDEC ☐ SEC ☐ DOMINION GAS Value of Finished Work: \_\_\_\_\_

### II. Type of Construction

Scope of Work \_\_\_\_\_  
\_\_\_\_\_

Is this a change of use? ☐ Yes ☐ No Is this property in an overlay district? ☐ Yes ☐ No

Approvals Granted: ☐ DRB ☐ BZA ☐ Encroachment ☐ N/A

#### Occupancy Classification:

☐ Assembly ☐ Business ☐ Educational ☐ Factory ☐ Hazardous ☐ Industrial

☐ Mercantile ☐ Residential ☐ Storage ☐ Institutional ☐ Group U (Miscellaneous)

Type of Use: ☐ New Installation ☐ Accessory Building ☐ Addition ☐ Alteration ☐ Repair

☐ Agriculture ☐ Renovation ☐ Hazardous Material ☐ Other \_\_\_\_\_

### III. Manufactured Home Information , If Applicable

Manufactured Home Serial Number \_\_\_\_\_

Manufactured Home Color \_\_\_\_\_ Manufactured Home Size \_\_\_\_\_

☐ Single ☐ Double ☐ Multi-Section Water: ☐ Public ☐ Private Sewer: ☐ Public ☐ Private

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## V.Owner-Builder Exemption

Name\_\_\_\_\_

Address\_\_\_\_\_

Plat Number\_\_\_\_\_Signature\_\_\_\_\_

SC Notary\_\_\_\_\_Expiration\_\_\_\_\_

Witness\_\_\_\_\_Witness\_\_\_\_\_

**Commercial Plan Review:** 1 paper copy and 1 thumb drive (USB) of building and site plans. Water and sewer tap fees paid. Zoning and engineering approval

**Residential Plan Review:** 1 paper copy and 1 thumb drive (USB) of building and 1 site plan. Water and sewer tap fees paid. Zoning and engineering approval.

**Manufactured Home:** Proof of water and sewer. Licensed mobile home mover. Site plan.

I understand and agree to follow all state and local laws governing building projects. Any willful misrepresentation listed on this permit application shall constitute grounds for permit revocation and be subject to penalties under law as prescribed by our state law and local ordinances.

Signature:\_\_\_\_\_Date: \_\_\_\_\_

### Office Staff Use Only

Date\_\_\_\_\_Permit Number\_\_\_\_\_Permit Amount\_\_\_\_\_

Zoning Approval\_\_\_\_\_Overlay District\_\_\_\_\_Zoning District\_\_\_\_\_

FHM Flood\_\_\_\_\_Plan Examination\_\_\_\_\_Fire Department \_\_\_\_\_