



PERMIT PROCESS

It is very important that a permit be obtained from the Planning & Development office for any work being done in the City of Easley. Obtaining a permit is **not** the responsibility of the homeowner, but it is the responsibility of the contractor. The purpose for this is to hold the contractor responsible for his/her work and ensure that work is checked by the City inspection personnel.

Before any contractor can purchase a permit, he shall be licensed by the state and the City of Easley (Business License). As a homeowner, check that your contractor meets all state and city requirements. This will help you be assured of getting the best job possible in accordance with the codes.



Who Needs a Permit?

Any person, firm or corporation shall not erect, construct, enlarge, alter, prepare, move, convert, or demolish any building or structure or cause the same to be done, without first obtaining a permit from the Planning & Development Office.

What are the necessary requirements to do work in the City of Easley?

- I. Contractor
 - a. a City business license
 - b. Registration as a specialty contractor with the Residential Home Builders Commission if the job exceeds \$200.00.
 - c. A South Carolina State license for:
 - i. Residential work over \$5,000 (Residential Home Builder)
 - ii. Commercial work over \$5,000 (General Contractor)
- II. Electrical, Plumbing, Gas and Mechanical Contractors:
 - a. A City business license
 - b. At least a South Carolina Journeyman's of Master card
 - c. Any commercial job that exceeds \$5,000 requires a SC Mechanical Contractor's license.
- III. A homeowner may do their own work on their own domicile. You must sign an Owner Builder Agreement and supply a list of any subcontractors if you are building a new house. It is your

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responsibility to ensure that your subcontractor's have a state license and a city business license.

- IV. Any individual doing work on someone else's property is considered a contractor and is required to comply with I & II above.

CAUTION: The Planning & Development Office strongly recommends that you, as a homeowner, do not obtain the permit for a contractor. If you do, you will assume all responsibility and the contractor may not be licensed or qualified to do the work.

City building inspectors make inspections during construction; the person signing the permit is responsible for calling in all inspection requests. When the completed structure meets all applicable codes, the contractor can request a final inspection and upon passing that inspection, a Certificate of Occupancy issued. A structure may not be occupied prior to the Certificate of Occupancy being issued. **The Planning and Development Office reserves the right to charge a re-inspection fee for any inspections that are not ready when scheduled.**

Other Helpful Information:

1. The Planning and Development Office can assist you in determining if the intended use of the structure is permitted within the appropriate zoning classification
2. The size and intended use of the proposed structure will determine if extensive drawings will be required. Before new subdivision developments and/or new commercial construction can be permitted, site plan package must be approved.
3. Allow up to 30 days for a review of the complete set of plans that have been submitted to the Planning & Development Department.
4. The permit fee is based on the square footage of the structure and/or contract price.
5. It is important that the contractor understand that it is his responsibility to call and request inspections **at least 24 hours prior** to the inspection. Subcontractors or owners should not call in the inspections if there is a contractor on the job.
6. Construction Board of Appeals is available for contractors or the public to provide an opportunity to appeal any building code interpretation made by the inspection department.
7. Permit applications and information may be downloaded.
8. Residential roofing, vinyl siding and window replacements are services that do not require a building permit. However, contractors should check with Finance/Business License regarding city business licenses.



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Easley, South Carolina

9. Fence installation does not require a permit. However, contractors should check with Finance/Business License regarding city business licenses. Call the Planning and Development Department regarding zoning restrictions on height and placement.
10. **At this time, this office does not have the means to accept credit cards. We apologize for this inconvenience. Cash, checks or money orders made payable to the City of Easley are accepted.**
11. Office hours are Monday – Friday from 8:30 a.m. until 5:00 p.m.

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