



# Permit Application

## City of Tega Cay

### Development Services

7725 Tega Cay Drive

DESIRED PROCESSING -  
 Standard  
 Fast Track  
 Emergency  
 Work Already Started

p 803.548.3513      f 803.802.4896      building@tegacaysc.gov

**Development Services Office Hours are Monday - Friday 7:30 am to 4:00 pm**

**Type of Permit Requested :**

Check Box(s)	Permit Type :	Complete Section Numbers :	Required Submittals :
<input type="checkbox"/>	Zoning Compliance	1, 2, 3, 4, 5, 8 & 9	1) Certified surveyed plat showing location 2) Landscaping Plans (if applicable) 3) ARC/HOA approval form (if applicable)
<input type="checkbox"/>	Land Disturbance	1, 2, 3, 4, 5, 8 & 9	1) Land Disturbance Plan
<input type="checkbox"/>	Building <small>(includes new houses, additions, pools, decks, HVAC replacement, etc.)</small>	1, 2, 3, 4, 5, 6, 8 & 9	1) Building plans, drawings, specifications
<input type="checkbox"/>	Fence / Retaining Wall	1, 2, 3, 4, 5, 7, 8 & 9	1) Certified surveyed plat showing location 2) Fence drawings and specifications

**Section 1 Nature of Work :**

Provide a brief description of the scope of the project (if the project includes a retaining wall, provide the height of the wall) (if the project involves roofing, indicate if it is new shingles only) :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(continue in Section 8 Comments if more space is needed)

**Section 2 Total Project Cost Valuation :** \_\_\_\_\_

**Section 3 Project Site Information :**

Street Address : \_\_\_\_\_

Lot No. : \_\_\_\_\_ Lot Acreage : \_\_\_\_\_

Subdivision : \_\_\_\_\_ Tax Map No. : \_\_\_\_\_

**Section 4 Property Owner Information :**

Name : \_\_\_\_\_

Address : \_\_\_\_\_

City : \_\_\_\_\_ State : \_\_\_\_\_ Zip : \_\_\_\_\_

Home No. : \_\_\_\_\_ Cell No. : \_\_\_\_\_

Email : \_\_\_\_\_ Work No. : \_\_\_\_\_

**Section 5 Contractor Information :**

No contractor / Owner's Disclosure

**GENERAL CONTRACTOR, RESIDENTIAL BUILDER OR SPECIALTY CONTRACTOR**

Licensee : \_\_\_\_\_ Qualifying Party : \_\_\_\_\_

Address : \_\_\_\_\_

City : \_\_\_\_\_ State : \_\_\_\_\_ Zip : \_\_\_\_\_

Office No. : \_\_\_\_\_ Mobile No. : \_\_\_\_\_

Email : \_\_\_\_\_ City Bus Lic : ID No. - \_\_\_\_\_

S.C. License No. : \_\_\_\_\_ Exp Date : \_\_\_\_\_ BL No. - \_\_\_\_\_

**MECHANICAL SUBCONTRACTOR** Licensee : \_\_\_\_\_

Qualifying Party : \_\_\_\_\_ Address : \_\_\_\_\_

S.C. License No. : \_\_\_\_\_ Exp Date : \_\_\_\_\_ Phone No. : \_\_\_\_\_

**ELECTRICAL SUBCONTRACTOR** Licensee : \_\_\_\_\_

Qualifying Party : \_\_\_\_\_ Address : \_\_\_\_\_

S.C. License No. : \_\_\_\_\_ Exp Date : \_\_\_\_\_ Phone No. : \_\_\_\_\_

**PLUMBING SUBCONTRACTOR** Licensee : \_\_\_\_\_

Qualifying Party : \_\_\_\_\_ Address : \_\_\_\_\_

S.C. License No. : \_\_\_\_\_ Exp Date : \_\_\_\_\_ Phone No. : \_\_\_\_\_

Required for ALL permits

**Section 6 Structure Information :**

Heated Floor Area : _____ sq. ft.	Unheated Garage Area : _____ sq. ft.
Unheated Floor Area : _____ sq. ft.	Porch Area : _____ sq. ft.
Heated Basement Area : _____ sq. ft.	Deck Area : _____ sq. ft.
Unheated Basement Area : _____ sq. ft.	Patio Area : _____ sq. ft.

**Section 7 Fence / Retaining Wall :**

Description of Fence : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Fence Dimensions : Length : \_\_\_\_\_ ft. Height : \_\_\_\_\_ ft.

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Description of Retaining Wall : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Is the wall laterally supported at the top? YES  NO

Retaining Wall Dimensions : Length : \_\_\_\_\_ ft. Height : \_\_\_\_\_ ft. As measured from the bottom of the footing to the top of the wall.

( NOTE : Unsupported retaining walls must be engineered if > 24" of unbalanced fill )

**Section 8 Comments :**

Please include any other information below that the City needs to consider while processing your permit request :

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Section 9 Signatures :**

*I hereby certify that all information supplied on this application for a City Permit is true and factual. Any misrepresentation given by the applicant can result in delaying the progress of the project, forfeiture of the Permit and possible fines. If an Erosion Control Plan is required, I certify that I am the person responsible for carrying out the Plan. I acknowledge that I am responsible for complying with this Permit and all applicable City Ordinances. The City can require any structure, fence, shrubbery, plantings, or similar objects be removed from any and all easements at the owner's expense.*

O.K. to email me when fees are due and permits are ready?

Please check one -  Owner  
 Contractor  
 Agent

\_\_\_\_\_  
 Owner, Contractor or Authorized Agent (Printed)

\_\_\_\_\_  
 Owner, Contractor or Authorized Agent (Signature)      \_\_\_\_\_  
 Date Signed

NOTE : Permit fees for the City of Tega Cay are based on established City Ordinances, and are payable only after this application has been reviewed and processed by all applicable City Departments.