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*Legal and Planning Forms
for Zoning, Subdivision Regulations,
Building and Housing Codes
in
South Carolina*



A Planning Manual

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ABSTRACT: The purpose of this handbook is to aid local communities in their continuing planning and upgrading process. This handbook will provide a sample and explanation of the various legal and planning forms of which each community should be aware. The four areas covered in this handbook are zoning, building codes, subdivision regulations and housing codes. Each of these topics is of considerable interest not only to planning commissions and municipal officials, but also to the general public.

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Building and Housing Codes
in
South Carolina**

A Planning Manual

March, 1972

Prepared by
Office of Planning
Division of Administration
Office of the Governor

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INTRODUCTION

The purpose of this handbook is to aid local communities in their continuing planning and upgrading process. This handbook will provide a sample and explanation of the various legal and planning forms of which each community should be aware. The four areas covered in this handbook are zoning, building codes, subdivision regulations and housing codes. Each of these topics is of considerable interest not only to planning commissions and municipal officials, but also to the general public. Therefore, this handbook is presented with three main objectives:

- 1—To exhibit a format for the proper compilation and collection of data to aid in the planning process.
- 2—To demonstrate a method of structuring certain portions of an overall planning process.
- 3—To provide all interested parties with a clear, concise, and complete means of complying with the various regulations and ordinances in the areas of zoning, building codes, subdivision regulations, and housing codes.

SECTION 1 – ZONING

"Zoning is essentially a means of insuring that the land uses of a community are properly situated in relation to one another, providing adequate space for each type of development density in each area so that property can be adequately serviced by such governmental facilities as the street, school, recreation, and utility systems. This directs growth into appropriate areas and protects existing property by requiring that development affords adequate light, air, and privacy for persons living and working within the municipality. Zoning is probably the single most commonly used legal plan of a community"¹

1.1 Zoning Ordinance

The immediate priority, of course, for any community is the establishment of a proper planning and/or zoning commission. This commission is charged with the responsibility of preparing a tentative zoning ordinance, holding the required public hearings, and submitting the ordinance to the local legislative body for approval.

Under Act 487, the enactment of the zoning ordinance must be preceded by a public hearing. Proper notice of the hearing (fifteen days' notice in a newspaper of general circulation in the community) is an absolute requirement, and the planning and/or zoning commission has the duty of seeing that proper notice is given. Form 1.1 illustrates such a notice.

NOTICE

The City of _____ Planning and Zoning Commission will hold a public hearing at 8:00 p.m., May 25, 1971 at the Court Room of the _____ County Courthouse. The purpose of the hearing will be to discuss a proposed Land Use Plan and Thoroughfare Plan. The plan under consideration will form the basis for the adoption of a zoning ordinance by the City in the near future.

After this initial step, though, change, exception, and compliance mechanisms for land usage make several forms necessary for proper records keeping.

1.2 Application and Certificate of Zoning Compliance

This particular form enables the zoning commission and citizens to insure themselves that new construction, building additions, and changes in building and land usage are in accordance with the adopted zoning ordinance. Secondly, it acts as a source of data for analyzing land use factors of the community. (See Form 1.2a)

Obviously, all land uses will not be in compliance with the original passage of a zoning ordinance. It is the aim of zoning not only to guide the future use of land within the community, but also to try and correct incompatible land mixtures evident from the past. Therefore, a record of all non-conforming sites and buildings should be maintained. This is of added significance when building additions, new construction, or changes in usage occur on non-conforming plots. This can be accomplished with a form such as 1.2b (see both sides).

Address _____

Certificate # _____

MAKE ORIGINAL AND TWO COPIES

CITY OF _____
SOUTH CAROLINA

APPLICATION AND CERTIFICATE OF ZONING COMPLIANCE

() Construction Permit () Use Change. PLAT _____ BLK _____ LOT _____ DIST _____

(RESIDENTIAL USE)

(1) Number of Dwelling Units _____ Number of Rooming Units _____
 Number of Structures used for residential purposes _____

(2) Number of off-street parking spaces _____

(BUSINESS USE)

(3) Number of sq. feet of building used for business _____
 Number of buildings used for business _____ Type of business _____

(4) Number of employees _____ (5) Number off-street parking spaces _____

(6) Number and types of trucks _____

(7) Number of off-street loading and unloading spaces _____

(8) a. Number of signs in required front yard _____
 Total sign area _____

b. Number of signs other than in required front yard _____
 Total sign area _____

I hereby make application for a zoning compliance certificate for this property to be used as shown above. All statements contained herein are true and have been verified by me.

Date _____ () Owner () Occupant () Agent

Phone # _____ Address _____

CERTIFICATE OF ZONING COMPLIANCE

The use of the buildings and/or land as shown above conforms to the requirements of THE ZONING ORDINANCE OF THE CITY OF _____, subject to the following conditions, restrictions and limitations:

(This certificate is subject to cancellation if any misrepresentations have been made or if any changes are made which violate any ZONING ORDINANCE PROVISION.)

Certificate issuance based on () above application; () zoning permit # _____

_____ DATE _____ ZONING ADMINISTRATOR

Certificate # _____

CITY OF _____, S. C.
OFFICE OF ZONING ADMINISTRATION

Zoning District _____

MAKE ORIGINAL
AND TWO COPIES

APPLICATION FOR A CERTIFICATE OF ZONING COMPLIANCE
NONCONFORMING

1. Location _____ Lot _____ Block _____ Plat _____
 2. Is this a nonconforming: Lot _____ Structure _____ Building _____
nonconforming use of building _____ nonconforming use of lot _____
 3. Present use: No. & types of business uses _____
_____ No. dwelling units _____ No. rooming units _____
 4. Specifically, wherein does this building, structure, lot, premises or their use not conform to the Zoning Ordinance:

 5. Sq. ft. for business use _____ Sq. ft. for residential use _____
 6. No. of employees _____ No. and types of trucks _____
 7. Off-street parking spaces # _____ No. & size of signs _____
 8. Are any signs or the structure illuminated: Yes _____ No _____
If "yes", describe: _____
 9. Year nonconformity created: _____ Any proof of date: _____
 10. Was it legal on (date of enactment)? Yes _____ No _____
 11. Show addresses of any adjacent lots owned _____
 12. If a building is involved, what is its replacement value: \$ _____
 13. If this involves a nonconforming use, is that use presently being carried on? Yes _____ No _____
If "no", when was it discontinued? _____
- _____ Date _____ Owner or Agent

—over—

DO NOT WRITE BELOW THIS LINE

CERTIFICATE OF ZONING COMPLIANCE — NONCONFORMING

This is to certify that in reliance upon the above application and other inquiry, I find that the property shown above does not conform to the standards or provisions of "The Zoning Ordinance of _____ South Carolina" in that _____;

further I find that as it existed and was used on (date of enactment), it was a legal lot, structure or building, being legally used and as such it is a legal nonconformity under the terms of Section _____, and further the structures and/or buildings involved have a replacement cost of \$ _____, Maximum repairs in a 12-month period \$ _____.

This certificate is voidable if any misleading or false statements are found to exist in the application for this certificate.

_____ Date _____ Zoning Administrator

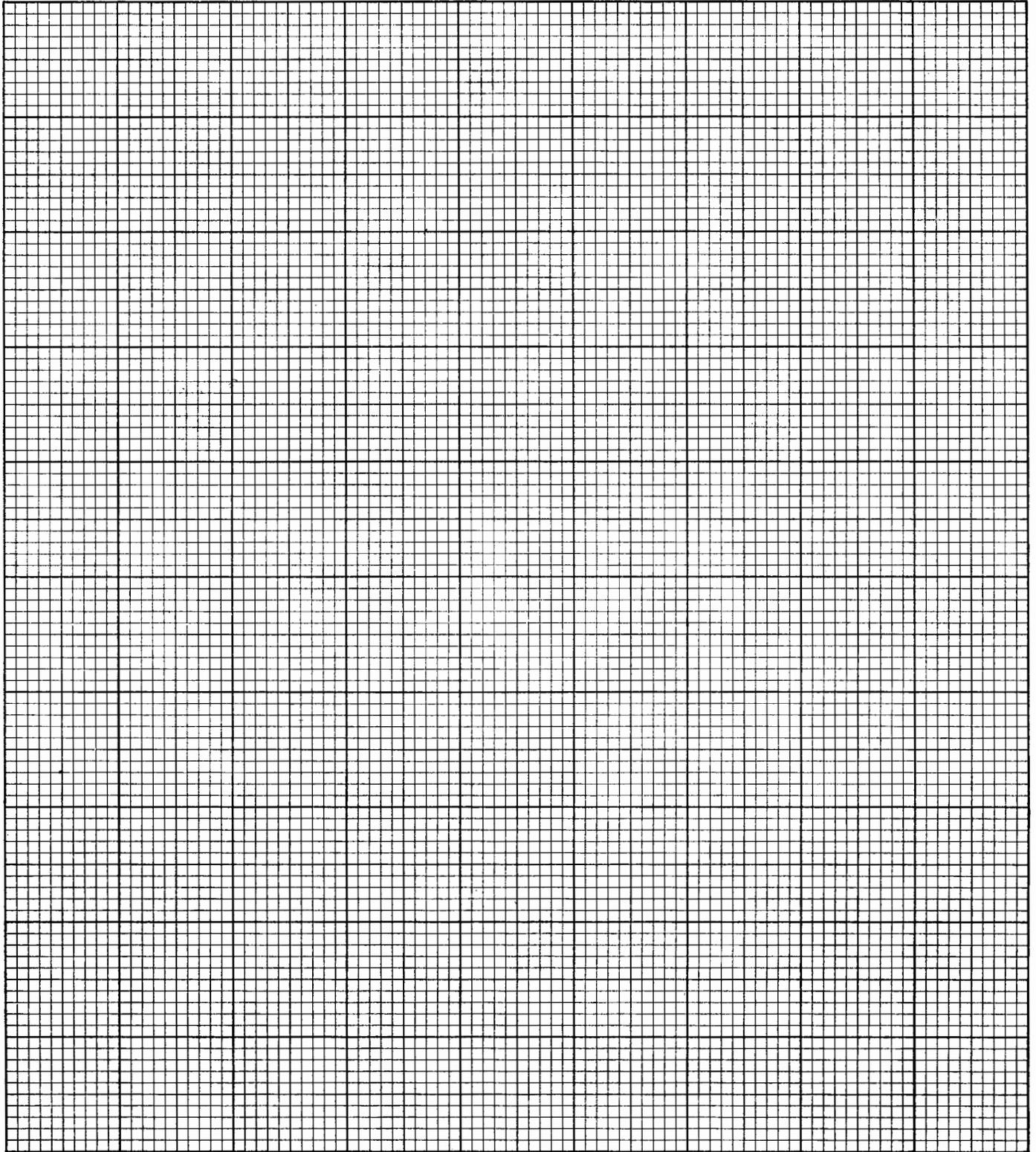
SITE PLANS FOR NONCONFORMITY

MAKE ORIGINAL
AND TWO COPIES

(Site plans are an essential part of this application and your certificate of compliance—nonconformity is issued in reliance upon their accuracy)

Plans must be drawn to scale, showing the actual dimensions and shape of the lot; the exact sizes and locations on the lot of all existing buildings; and location of off-street parking spaces.

REAR OF LOT



FRONT OF LOT

Sec. _____ — No conforming use shall be maintained, renewed after discontinuance, changed or extended until a certification of zoning compliance shall have been issued by the Zoning Administrator.

1.3 Zoning Amendments

To correct and update certain deficiencies, errors, and omissions that may have occurred in the original ordinance, provisions for zoning amendments must be available. The provisions of the zoning ordinance must keep pace with the growth and changes that occur with a community's land use pattern over time. When amendments become desirable or necessary, due notification of a public hearing must be made (see Form 1.3a).

Form 1.3a

NOTICE

A public hearing on proposed amendments to the Zoning Ordinance will be held on Wednesday, September 9, 1970, at 11:00 a.m., in the Council Chamber at City Hall, _____ Street, _____, South Carolina. The matters to be heard are as follows:

1. Establishment of HM zoning. 401 and 403 Catawba Street. Tax Map 2, Block 3, Lots 3 and 5 (from RG-2 to HM uses).
2. Establishment of C-4 zoning. 2519 Millwood Avenue, 807-09, and 815-17 Tree Street. Tax Map 97, Block 1, Lots 12, 13, and 10 (from RG-2 to C-4 uses).
3. Establishment of LM zoning. 520 Whaley Street. Tax Map 8, Block 9, Lot 3 (from RG-2 to LM uses).
4. Establishment of RG-2 zoning. 100, 106, 114, 126, 130, 140, 154, and 160 Kensington Road. Tax Map 221, Block 6, Lot 2; Block 4, Lot 1 (from RS-1 to RG-2 uses).
5. Establishment of RG-2 zoning. Lots fronting on west side of 1900 block of Beltline Boulevard, 1904-06, 1908-10, 1912, and 1914 Belmont Drive. Tax Map 118, Block 1, Lots 2, 3, 4, 5, 6, 7, 8, 9, and 10 (from RS-2 to RG-2 uses).
6. Text Amendment: Amend Section 250 by adding Subsection 250.17 which provides for townhouses and townhouse developments, as special exceptions, in C-1, C-2, C-3, H-1, H-2, RG-2, and RG-3 districts.

The official proposal of such amendments should also be presented and recorded in a standardized form. These changes encompass **all rezoning** applications (see sample forms 1.3b, both sides). The record of decisions rendered on zoning amendments should be duly noted in a consistent manner by the zoning commission.

PROPOSED ZONING AMENDMENT

Make Original and One Copy

CITY OF _____
SOUTH CAROLINA

Do not write in this box
Application # _____ () Complete () Incomplete - Returned _____ Fee Paid _____

To The Honorable Mayor and City Council:

The undersigned hereby respectfully requests that the City of _____ Zoning Ordinance be amended as described below:

- (1) This is a request for a change in the: (check one)
- () Zoning Map (fill in items #2, 3, 4, 5, 6, and 9 only)
 - () Zoning Text (fill in items #7 and 9 only)
 - () Zoning Schedule of District Regulations (fill in items #8 and 9 only)

Tax Map Change	<p>(2) Give exact address, and plat map reference for property for which you propose a zoning change: District No. _____ Block No. _____ Lot(s) _____</p> <p>(3) Area of subject property _____ Sq. Ft. or acres.</p> <p>(4) How is this property presently zoned? (check one) () RS-1 () RS-2 () RS-3 () RS-4 () RG-1(A) () RG-1(B) () RG-2 () RG-0 () T () C-H () CBD () M-L () M-H.</p> <p>(5) What new zoning do you propose for this property? (check one) () RS-1 () RS-2 () RS-3 () RS-4 () RG-1(A) () RG-1(B) () RG-2 () RG-0 () T () C-H () CBD () M-L () M-H.</p> <p>* UNDER ITEM #9 EXPLAIN WHY THIS AREA SHOULD BE ZONED AS YOU PROPOSE.</p> <p>(6) Does the applicant own all of the property proposed for this zoning change? () YES () NO. If NO, give address of the property involved which he does not own and owners name: _____</p>
Text Change	<p>(7) If this involves a change in the Zoning Text, what section or sections will be affected? Section(s) _____</p> <p>* SHOW PROPOSED CHANGE AND THE REASONS THEREFOR UNDER ITEM #9.</p>
Sched. Change	<p>(8) If this involves a change in the Schedule of District Regulations, what Column(s) _____ _____ District(s) _____</p> <p>* SHOW PROPOSED CHANGE AND THE REASONS THEREFOR UNDER ITEM #9.</p>

(9) Explanation: _____

(If more space is needed, continue on back)

It is understood by the undersigned that while this application will be carefully reviewed and considered, the burden of proving the need for the proposed amendment rests with the applicant.

Date _____ Signed _____
 Phone _____ Address _____

(over)

(9) Explanation: (Cont.) _____

DO NOT WRITE IN THIS SECTION -- FOR OFFICIAL USE ONLY

Date received by Planning Department _____

Date referred to City Council _____

Dates advertised -- (1st) _____ (2nd) _____

Date posted _____

Date Public Hearing held _____

Date of City Council action _____

Date applicant notified _____

PLANNING COMMISSION RECOMMENDATIONS:

CITY COUNCIL ACTION:

Application is hereby made to the _____ for a
ZONING MAP AMENDMENT

Return to:
Zoning Administrator
City Hall
_____, S. C.

Do not write in this space

MPC FILE NO.: _____
DATE FILED: _____

GENERAL INFORMATION

(Type or print and attach additional sheets if necessary to fully answer any of the following sections.)

1. Name of Owner or authorized agent _____
2. Phone No. _____
3. Address of Owner or authorized agent _____
4. Have any previous applications been made for a text or map amendment affecting these same premises?
Yes _____ No _____ If yes, give File No(s) _____
Date(s) _____ Action(s) taken _____
(If exact file no.(s), date(s), or action(s) is (are) not known, give approximate date(s) of previous application(s). _____)

ACTION REQUESTED

Map Amendment (for Zoning Change.)

1. Information required
 - a. General location of property, (the area, street number and location with respect to nearby public roads in common use)

 - b. Legal description of property (name of subdivision, block and lot number, etc., or if none, by metes and bounds) _____

 - c. Zone classification: Present _____ Requested _____
 - d. Owner of property (if same as applicant, write "Same") _____ Phone No. _____
Address of Owner _____
 - e. Total area of property (acres or approximate square feet) _____
 - f. Existing land use (specify such as shoe factory, grocery store, single-family residence, vacant land, etc.) _____
Desired land use (specify such as shoe factory, grocery store, single-family residence, etc.) _____

- Name and address of adjoining property owners:
- 1 _____
 - 2 _____
 - 3 _____
 - 4 _____

2. Attached hereto is a scaled or dimensioned map, plat or sketch of tract, plot or property in question and all other adjoining lots or properties under the same ownership. Said map, plat or sketch shall indicate the approximate location of all the properties in question with respect to the nearby public roads in common use.

REASONS AND CERTIFICATIONS

(Required for all amendments)

1. Reasons for requesting change of zoning map which would support the purposes of the zoning program. _____

Signature of Owner or Authorized Agent

Date Received _____

Zoning Administrator's Signature

1.4 Zoning Appeals

Because of the complicated and controversial nature of zoning ordinances, instruments to handle appeals of zoning decisions are necessary. The first step in this appeal process is the filing of a "notice of appeal".

Form 1.4a

Notice of Appeal from the Order, Requirement, Decision or Determination of the Commissioner of Buildings

_____, 19__

To the Commissioner of Buildings:

Notice is hereby given you that I am appealing from your decision taken on _____, 19__, in relation to premises situated on the _____ side of _____ street, and known as No. _____, by filing with you this Notice of Appeal.

[Signature]

[Address]

After this notification has been made a formal statement of the specific appeal must also be filed (see the three 1.4b Forms).

The property owners in the vicinity of the plot(s) under appeal must also be notified of the hearing in which the appeal will be heard. It is the responsibility of the zoning board to notify the affected owners of such an appeal (see Form 1.4c).

ACTUAL SIZE 8½" X 7" WHITE PAPER

**Appeal from Order, Requirement, Decision or Determination of
Commissioner of Buildings**

Cal. No. _____A

Filed _____, 19__

Board of Appeals

City of _____

Room _____, City Hall

NOTICE:—This Appeal must be typewritten, and filed within 20 days of the date of the order, requirement, decision or determination, accompanied by necessary data.

Names and Addresses

Appellant: _____

Address: _____

Owner of premises affected: _____

Address: _____

Lessee of premises affected: _____

Address: _____

To the Board of Appeals:

I hereby appeal from the order, requirement, decision or determination of the Commissioner of Buildings, dated:

_____, 19__.

[Give date of order]

Premises affected are situate on the _____ side of _____, and known as Number _____.
[Street] [Street]

Attached hereto is a copy of the order, requirement, decision or determination rendered by the Commissioner of Buildings.

Notice of this appeal was filed with the Commissioner of Buildings on _____.

Description of Case [Specify the grounds of the appeal].

Attached hereto and made a part of this appeal, I submit the following:

(NOTE: These papers must be submitted with the appeal.)

(a) Copy of decision of the Commissioner of Buildings on which appeal is based.

(b) Copy of notice to the Commissioner of Buildings that I have appealed.

Affidavit

I hereby depose and say that all of the above statements and the statements contained in the paper submitted herewith are true.

[Appellant to sign here]

Sworn to before me this _____ day of _____, 19__.

Appeal # _____

CITY OF _____

Permit Application # _____

Filed _____

**ZONING BOARD OF ADJUSTMENT
APPEAL FOR ADMINISTRATIVE REVIEW**

Filed _____

MAKE ORIGINAL
AND TWO COPIES

1. Location of affected premises _____

Plat Map: Lot # _____ Block # _____ Page # _____

Title of Subdivision _____ Zoning District _____

2. I (we) allege that the Administrative Official did err by () granting () denying an application: () to use () to occupy () to alter () to erect () to add to () to move () to demolish () for a temporary compliance certificate () for a compliance certificate—nonconformity () for a compliance certificate () Other _____ affecting the above premises.

3. The Zoning Administrator's decisions and reasons therefor were: _____

4. I (we) contend that he was in error in that: _____

5. I (we) are aggrieved by this decision or are affected by it in that: _____

APPELLANT

Address

Phone No.

DO NOT WRITE BELOW THIS LINE

DECISION OF ZONING BOARD OF ADJUSTMENT

1. Administrator's decision () reversed () modified () affirmed

2. It is the decision of the Zoning Board of Adjustment that the proper interpretation of the Ordinance on the point in question is: _____

3. The Zoning Administrator is therefore directed to: _____

4. Record of vote: (1) _____ (2) _____

(3) _____ (4) _____ (5) _____

Date

Zoning Board of Adjustment Chairman

APPLICATION ZONING BOARD OF APPEALS

Case No. _____
Date Filed _____

The original plus seven copies of this application shall be submitted. The building permit application and eight copies of the plot plan and development plans of the site, if required for the building permit application, shall accompany this application.

DESCRIPTION OF PROPERTY

Location _____
Street Name Address Subdivision Name and Lot Number

Proposed Use of Property _____

Zoning District _____

Names and addresses of surrounding property owners: _____

REASONS FOR APPEAL

1. () A decision of the Zoning Administrator which the applicant believes to be contrary to the meaning of the Zoning Ordinance.
2. () An application to establish a use which must be approved by the Board of Appeals (See Sec. _____).
3. () A request to vary () a yard requirement: () a lot width requirement: () a lot area requirement:
() _____ (See Sec. _____).
4. () A request for extension of non-conforming use (See Sec. _____).

Describe those things which you feel justify the action requested. List when necessary the specific sections of the Zoning Ordinance which have a bearing on your request. (Use back of this sheet if necessary).

STATUS

Notice of hearing sent: _____
Date

Signature of Applicant

Sign posted: _____
Date

Address

(Sec. _____)

Notice published in newspaper (Sec. _____):

Telephone

Date

Notice to Property Owners of Appeal

City of _____
Board of Appeals
Zoning
City Hall

To the Property Owner:

NOTE: To Tenant or Janitor: This notice should be forwarded without delay to the owner of the premises.

The Board of Appeals in acting upon variations or modifications of the zoning ordinance, or appeals from action taken by the Commissioner of Buildings, hears all such cases at public hearings at which neighboring property owners have a right to be heard.

If the proposed use of the property, as stated below, is thought by you to be objectionable, you will have an opportunity to fully express your objection.

If it is inconvenient to appear at the hearing, file your objection by letter, giving the street and lot number of the property owned by you, for what it is now used, and the approximate number of feet of frontage, also stating fully what the objection is and the reason for such objection.

You are, by this letter, notified that the matter stated below will be heard at a public hearing at the office of the Board.

Date of Hearing: _____

No. of Case: _____

Applicant: _____

Premises affected: _____

Subject: _____

Also, newspaper notification of a zoning appeal should be published. The plot(s) under consideration should be duly marked by the posting of an "appeal pending" sign (see Form 1.4d)

ACTUAL SIZE 5½" X 8½" WHITE PAPER

NOTICE OF PENDING APPEAL

To Whom it may Concern:

Whereas an application for _____ in re that property located at _____, dated _____, 19____, and filed with the _____ of the _____ of _____ has heretofore been rejected.

PLEASE TAKE NOTICE that the undersigned applicant for such _____ has appealed to the Zoning Board of Appeals of the _____ of _____ from the aforesaid rejection and that said appeal is now pending before the Zoning Board of Appeals.

(applicant)

(address)

As was pointed out in the "Zoning Amendments" section, a standardized method of recording the action taken of Zoning Appeals should be available (see Form 1.4e).

ACTUAL SIZE — WHITE PAPER

Form 1.4e

Amending Ordinance Recommended by Board of Appeals

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF _____:

Section 1. That pursuant to Section _____, paragraph _____, of the zoning ordinance entitled "An Ordinance establishing a plan for dividing the city of _____ into districts for the purpose of regulating the location of trades and industries and of buildings and structures designed for dwellings, apartment houses, trades, industries and other specified uses, for regulating the height, volume, and size of buildings and structures and intensity of use of lot areas, for determining building lines and for creating a board of appeals," passed by the City Council of the city of _____ or _____, 19____, approved _____, 19____, and published on pages _____ to _____, both inclusive, of the printed Journal of the Proceedings of the City Council as amended, a variation be and the same is hereby allowed for the establishment and operation of a retail food shop in the basement of an existing dwelling on premises at _____ Avenue, in conformity with the findings and recommendations of the board of appeals of the City of _____, on _____, 19____.

Section 2. The Commissioner of Buildings is hereby ordered and directed to grant permission for the establishment and operation of a retail food shop in the basement of an existing dwelling on premises at _____ Avenue, on condition that the proposed use shall conform in all respects to all other ordinances of the city of _____ and that all permits necessary for the establishment of the proposed use shall be obtained within three months after the passage of this ordinance.

Section 3. This ordinance shall take effect and be in force from and after its passage.

ACTUAL SIZE — WHITE PAPER

1.5 Zoning Variance

In some cases, where the enabling legislation for the zoning ordinance was prior to Act 487, application may be made to allow non-conforming land uses to exist in certain areas. This action is necessary to deal with special situations which would otherwise make the ordinance unduly complicated. This is **not** a request for a zoning amendment, but a request to utilize a certain plot or plots contrary to the zoning for that area. The original step in this action is the filing of a variance appeal (see Forms 1.5a, note both sides). Once again, public notification of the zoning hearing must be made.

Either in the case of granting a zoning variance or denying the application a resolution as to the decision of the board should be made (see Form 1.5b — granting and 1.5c — denying.)

Application for Variation from the Requirements of Zoning Ordinance⁵¹

Cal. No. _____

Filed _____, 19__

Application for Variation from the Requirements of the

City of _____ Zoning Ordinance

Board of Appeals

City of _____

Room _____, City Hall

To the Board of Appeals: Pursuant to law, application is hereby made for a variation from the regulations of the City of _____ Zoning Ordinance to Variation of Section _____ Under what numbered paragraph of Section _____?

Names and Addresses

Applicant: _____

Address: _____

Owner: _____

Address: _____

Lessee: _____

Address: _____

Premises affected are situated on the _____ side of _____ and known as number _____.

The present owner acquired legal title to the premises on [give date].

Description of Case

[Applicant will specify fully the grounds of his application, stating what are the practical difficulties or particular hardship, if any, in the way of carrying out the strict letter of the City of _____ Zoning Ordinance, stating also the principal points, conditions or circumstances as to structures or premises affected, together with a description of proposed work.]

[Give description]

Section _____ of the _____ Zoning Ordinance provides in part as follows:

"Where in specific cases of application for permits there are practical difficulties or particular hardship in the way of carrying out the strict letter of the provisions of this ordinance, the Board of Appeals shall have power on application to recommend variations of or from the original ordinance or amendments thereto. * * *"

"Variations from this ordinance shall, in all cases be made by ordinance. Upon the report of the Board of Appeals the City Council may adopt any proposed variation with or without change or may refer it back to the board for further consideration. Any proposed variation which fails to receive the approval of the Board of Appeals shall not be passed except by the favorable vote of two-thirds of all the elected members of the City Council."

Notice of this application was filed with the Commissioner of Buildings on _____.

Attached hereto and made a part of this application, I submit the following:

(a) Copy of decision of Commissioner of Buildings.

(b) Set of drawings, all on sheets cut to the size of this form, showing all conditions as to structures on premises affected by this application.

I hereby depose and say that all the above statements contained in the papers submitted herewith are true.

[Applicant to sign here]

Sworn to before me this _____ day of _____, 19__

Notary Public

Appeal # _____

CITY OF _____

Application # _____

**ZONING BOARD OF ADJUSTMENT
VARIANCE APPEAL**

Filed _____

Filed _____

MAKE ORIGINAL
AND TWO COPIES

1. Location _____

2. Lot _____ Block _____ Plat _____ Zoning District _____

3. I (we) have applied for a permit to _____

_____ and the administrative official has denied it on grounds that _____

4. I (we) now appeal to the Board of Adjustment for a variance permitting the action denied by the administrative official in that:

a. Special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures or buildings in the same district. (Describe:) _____

b. Literal interpretation of the provisions of the zoning ordinance would deprive me (us) of rights commonly enjoyed by other properties in the same district under the terms of this ordinance. (Indicate why:) _____

c. The special conditions and circumstances do not result from my (our) actions. (Indicate how the special conditions and circumstances arose:) _____

d. Granting the variance requested will not confer on me (us) any special privilege that is denied by this ordinance to owners of other lands, structures, or buildings in the same district. (Indicate why:) _____

e. The use involved is permitted generally or by special exception in the district, and is not a use prohibited expressly or by implication. (Indicate language of ordinance authorizing use generally or by special exception in the district:) _____

f. The variance requested is the minimum variance that will make possible the reasonable use of the land, building, or structure. (Indicate why a lesser variance would not provide for reasonable use:) _____

g. I (we) do not claim as grounds for this variance any nonconforming use of neighboring lands, structures, or buildings in the same district, or any permitted use of lands, structures, or buildings in other districts.

Appellant Address Phone No.

— over —

Resolution of Board of Appeals Granting a Variance

Board of Appeals, City of _____

Room _____, City Hall

Applicant: _____ Cal. No. _____
 Appearances for: _____ Map No. _____, Sec. _____
 Appearances against: _____ Minutes of Meeting, _____
 Premises affected: _____, 19____
 Subject: Application to vary the requirements of the zoning ordinance.

Action of Board

The Vote:

Granting of variation recommended.

	Affirmative	Negative	Absent
(Name)	x		
"	x		
"	x		
"	x		
"			x

The Resolution:

Whereas, _____, for _____, owner, filed, _____, 19____, an application under the zoning ordinance to permit, in an apartment district, the establishment and operation of a retail food shop in the basement of an existing dwelling, on premises at _____; and

Whereas, the decision of the Commissioner of Buildings rendered _____, 19____, reads: "Application not approved. Proposed improvement does not conform with requirements of zoning ordinance"; and

Whereas, the proposed use is to be located in an apartment district and would violate the strict letter of the zoning ordinance; and

Whereas, a public hearing was held on this application by the board of appeals at its regular meeting held on _____, 19____, after due public notice by publication in the _____ Newspaper, on _____, 19____; and

Whereas, the use district maps show that the premises are located in an apartment district; and

Whereas, the board of appeals is authorized by law in cases where there are practical difficulties or particular hardship in the way of carrying out the strict letter of the zoning ordinance to hear and recommend variations of such ordinance to the City Council under rules provided in the zoning ordinance; and

Whereas, in the rules provided in the zoning ordinance relating to the authority of the board of appeals to recommend variations to the City Council there appears the following rule in Section _____, par. _____:

"Granting of permission to devote premises in a * * * Apartment District to a non-conforming * * * C use, * * * in a block, or in a block directly across a street from a block in which there exists a non-conforming * * * C use * * * of a similar nature * * *";

and

Whereas, the board of appeals, having fully heard the testimony and arguments of the parties and being fully advised in the premises, finds that there are several similar non-conforming uses in the block and in the block directly across the street from the block in which the premises are located and that the applicant should be granted relief on the ground of particular hardship in the way of carrying out the strict letter of the zoning ordinance on condition that the proposed use shall conform in all respects to all other ordinances of the city of _____ and that all permits necessary for the establishment of the proposed use shall be obtained within three months after the passage of an ordinance by the City Council, and the use permitted shall be deemed to be conforming in the same sense as though it were erected prior to the time of the passage of this ordinance; and

Whereas, the board further finds that the premises are located in an apartment district; that there are several similar non-conforming uses in the block and in the block directly across the street from the block in which the premises are located; that there is particular hardship in this case and that the variation may be made consistently in harmony with the intent and purpose of the zoning regulations and would not be detrimental to the public welfare, safety or health,

Resolved, that the board of appeals by virtue of the authority conferred upon it does hereby recommend that the City Council enact the following ordinance:

Resolution of Board of Appeals Denying a Variance

Board of Appeals, City of _____

Room _____, City Hall

Applicant: _____

Cal. No. _____

Appearances for: _____

Map No. _____, Sec. _____

Appearances against: _____

Minutes of Meeting,

Premises affected: _____

_____, 19__

Subject: Application to vary requirements of zoning ordinance.

The Vote:

Action of Board:

Affirmative Negative Absent

Denial of variation recommended.

(Name)	Affirmative	Negative	Absent
	x		
"	x		
"			x
"	x		
"	x		

The Resolution:

Whereas, _____ owner, filed, on the _____ day of _____, 19__, an application under the zoning ordinance to permit, in an apartment district, the establishment and operation of a cement block factory in an existing garage building on premises at _____; and

Whereas, the decision of the Commissioner of Buildings rendered _____, 19__, reads:

"Application not approved. Proposed improvement does not conform with requirements of zoning ordinance";

and

Whereas, the proposed use is to be located in an apartment district and would violate the strict letter of the zoning ordinance; and

Whereas, a public hearing was held on this application by the board of appeals at its regular meeting held on _____, 19__, after due public notice by publication in the _____ Newspaper on _____, 19__; and

Whereas, the use district maps show that the premises are located in an apartment district; and

Whereas, the board of appeals is authorized by law in cases where there are practical difficulties or particular hardship in the way of carrying out the strict letter of the zoning ordinance to hear and recommend variations of such ordinance to the City Council under rules provided in such ordinance; and

Whereas, the board of appeals, having fully heard the testimony and arguments of the parties and being fully advised in the premises, finds that in this case no facts were presented which, in its judgment, would justify it in recommending a variation of the zoning ordinance,

Resolved, that the board of appeals does hereby recommend to the City Council that the application be denied.

ACTUAL SIZE 5½" X 11" WHITE PAPER

1.6 Special Permit

In most communities, there are certain land uses which are not allowed in some zoning districts but are of necessity. These special uses must be regulated to safeguard the residents of such an area. A common example of this would be a public utility substation. Because of the peculiar nature of such a land use, a special permit may be necessary. This request of relief from zoning restrictions must be filed by the applicant (see Form 1.6a) and due public notice given in advance of the public hearing date (see Form 1.6b). As was the case in either zoning requests, the ruling of the zoning board should be made in a standard resolution format (see Form 1.6c).

Form 1.6a

Application for Special Permit in Use of Building

To the Building Inspector of
the City of _____, County
of _____, State of _____.

The applicant _____, of the City of _____, County of _____ and State of _____, represents:

1. That he is the owner of [*here describe premises*] otherwise known as No. _____, on _____ Street, in the City of _____.
2. That there is situated on said premises a large brick and cement building, a part of which is one story, and a portion of which is two stories high.
3. That said building was erected on said premises prior to the passage of Ordinance No. _____, known as the zoning ordinance of said City, and said building was formerly occupied by _____ Company, as a telephone exchange.
4. That said premises are located in a residence _____ zone and are contiguous to a business _____ zone, the line separating the two zones nearest said building being the _____ line of said premises; all of which more fully appears from the plat hereto attached and marked Exhibit A.
5. The present building, which has been used as a Telephone Exchange is not suited for residence use on account of the construction and design, and the conversion of the same into a residence would be impracticable.
6. That to compel applicant to remodel said building for use as a residence would result in an unnecessary hardship on applicant.
7. That applicant proposes to remodel said building and to install therein bowling alleys, to sound proof said building, and to provide a parking lot for the use of patrons in order to relieve the traffic situation on _____ Street between _____ Street and _____ Street.
8. That the granting of a permit to said applicant to maintain and operate, in said building, a bowling alley will not be contrary to the intent and purpose of the zoning ordinance and regulations of said City in the promotion of the public health, safety and general welfare of the inhabitants of the district in which said building is located and of the inhabitants of said City.

Therefore, the undersigned applies for a permit to make such variation in the use of said building, in accordance with the Statute and zoning ordinance.

Dated this _____ day of _____, 19____.

ACTUAL SIZE 5½" X 8½" WHITE PAPER

[Signature]

Appeal # _____
Filed _____

CITY OF _____
ZONING BOARD OF ADJUSTMENT
SPECIAL EXCEPTION APPEAL

Permit Application # _____
Filed _____

MAKE ORIGINAL
AND TWO COPIES

1. Location: _____

Lot _____ Block _____ Plat _____ Zoning District _____

2. The Board of Adjustment is requested to consider the granting of a special exception, permitting: (nature of special exception) _____

3. The Board of Adjustment is authorized to grant or deny special exceptions of this specific nature in Section(s) _____

Address Phone No. Owner or Agent

DO NOT WRITE BELOW THIS LINE

1. Planning Commission referral required: () Yes () No
date referred _____ date returned _____

2. Historical and Cultural Buildings Commission referral required: () Yes () No
date referred _____ date returned _____

3. Others: Agency _____ date referred _____ date returned _____

4. Any previous requests for same exception: () Yes () No
If "yes", Appeal # _____ Date _____

5. Public hearing set for _____ Date posted _____

6. Advertised in _____ Date _____

7. Public hearing held _____ Appellant appeared: () Yes () No

8. Findings of Board of Adjustment:
(a) Empowered to grant special exception under Section(s) of Ordinance described above () Yes () No
(b) Granting of this special exception: () will adversely affect the public interest () will not adversely affect the public interest.

9. () Special exception is granted with the following conditions and safeguards:

time limit prescribed _____

10. () Special exception is denied for the following reasons:

Record of vote: (1) _____ (2) _____

(3) _____ (4) _____ (5) _____

Date

Zoning Board of Adjustment Chairman

ZONING NOTICE

Zoning Board of Adjustment
_____, South Carolina

Gentlemen:

The Zoning Board of Adjustment is respectfully requested to approve, as a special exception, the use of a portion of the building located at _____ Street (H-2 district) for the sale of antiques and object of art, as recommended by the Historical and Cultural Buildings Commission.

It is further requested that the Board approve a deviation from minimum lot requirements to allow the above-mentioned building to be converted to a four-unit apartment house. A total of 12,000 sq. ft. of land area is required for the requested number of dwelling units, whereas the lot in question contains only 10,500 sq. ft. Under the Permitted Special Exception Regulations, the Board is authorized to grant or deny such deviation from minimum lot requirements as may be recommended by the Historical and Cultural Buildings Commission. This matter will be presented to the Board of Adjustment at a public hearing on _____, 19____, at 10:00 a.m., in Council Chambers at City Hall.

name
address

Historical and Cultural
Buildings Commission
_____, South Carolina

Gentlemen:

The Historical and Cultural Buildings Commission is respectfully requested to approve the use of a portion of the building located at _____ Street, for the sale of antiques and objects of art. The property in question is located in an H-2 zoning district and is included on Group I of the Commission's official list.

It is also requested that the Commission approve a deviation from minimum lot requirements to allow the above-mentioned building to be converted to a four-unit apartment house. A total of 12,000 sq. ft. of land area is required for the requested number of dwelling units, whereas the lot in question contains only 10,500 sq. ft. This matter will be presented to the Historical and Cultural Buildings Commission at a public hearing on _____, 19____, at 10:00 a.m., in the second floor Conference Room at City Hall.

name
address

Form 1.6c

§ 10235.

Resolution of Board of Adjustment Granting Permit

Whereas, the application of _____, was filed on _____, 19____, for a permit to remodel and convert a building located in a Residence C Zone, and formerly used as a telephone exchange, into a bowling alley; and

Whereas, said application having been filed, a public notice having been given, and a public hearing having been held, at which hearing all interested persons desiring to be heard, were heard;

Now, therefore, be it resolved that the application for a permit to remodel and convert the premises known as _____, _____ Street, into a bowling alley be and the same is hereby approved, subject to certain conditions as hereinabove set forth under "Action of Board" and that the Chief Building Inspector be so advised.

ACTUAL SIZE 5½" X 8½" WHITE PAPER

1.7 Mobile Homes

Mobile home location also falls under the jurisdiction of zoning laws. Therefore, official records need to be kept on the location, size, and other information on the home. This can be accomplished in the relatively simple format of Form 1.7.

BUILDING INSPECTION DEPARTMENT

FOLLOWING INFORMATION NEEDED OF MOBILE HOME OWNERS
OR RELOCATABLE HOME OWNERS WITHIN _____ COUNTY
OUTSIDE THE CORPORATE LIMITS OF ANY MUNICIPALITY.

COMMISSIONERS OF _____ COUNTY

DATE OF APPLICATION _____ 19 _____

(1) NAME OF PERSON _____
(firm or corporation)

(2) ADDRESS OF PERSON _____
(firm or corporation)

(3) ADDRESS WHERE MOBILE HOME IS LOCATED _____

(4) MAKE OF MOBILE HOME _____

(5) MANUFACTURER OF MOBILE HOME _____

(6) DIMENSIONS: length _____
width _____
approximate weight _____

(7) DATE OF PURCHASE: from whom _____
where _____
price _____

(8) SERIAL NUMBER OF MOBILE HOME _____

(9) APPLICABLE TAXES PAID? _____

(10) OTHER INFORMATION _____

RESPECTFULLY,

NAME OF OWNER RETURNING PROPERTY **OWNER**

PRESENT MAILING ADDRESS

AGENT _____

TELEPHONE _____

1.8 Signs

Signs and billboards represent yet another portion of zoning applicability. The requirement of a "sign permit application" can greatly aid the community in the control and regulation of sign and billboard construction (see Form 1.8a).

Form 1.8a

COUNTY SIGN PERMIT APPLICATION

Sign No. _____

Date Received _____

Permit No. _____

(FOR OFFICE USE ONLY)

Date Issued _____

Date Denied _____

1. Name of Erector _____

2. Address of Erector _____

3. Name of Company Advertised _____

4. Address of Advertised _____

5. Location of Sign (Property Owner's Name) _____

Located Near _____ Between _____ and _____

6. Classification of Sign – Principal Use Separate Use

7. Size of Sign _____ : Bill Board Marquees Height From Ground _____

Zone _____ Does - Does Not Permit Sign _____

Fee _____ Set Back From Center of Road _____

Penalty _____

Sign No. Fee _____

Total \$ _____

Please Attach Plot Plan
(Use Reverse Side for Remarks)

Signature of Advertiser or Agent

ACTUAL SIZE 8" X 5" WHITE PAPER

SECTION 2 – SUBDIVISION REGULATION

"The construction of subdivisions by private developers is of particular interest to the affected community. Because this is the process by which cities are built and grow, and because initial decisions with respect to the design of street systems, lot layout and so forth have extraordinarily enduring effects, no local planning program can be considered adequate which does not include public control over this process."²

The purpose of subdivision regulations is to:

- a. Encourage the development of an economically sound and stable community;
- b. Assure the provision of required streets and, where practical, utilities and other facilities and services needed for new land developments;
- c. Assure the adequate provision of safe and convenient traffic access and circulation, both vehicular and pedestrian, in new land developments;
- d. Assure the provision of needed public open spaces and building sites in new land developments through the dedication or reservation of land for recreational, educational, and other public purposes; and
- e. Assure, in general, the wise development of new areas in harmony with official community plans for future development.

2.1 Subdivision Regulations

The consideration and passing of a set of subdivision regulations should, of course, be the first step of community action. A public hearing is required on a proposed subdivision regulation law. The public hearing should be advertised in the local newspaper in advance of the hearing (see Form 2.1).

Form 2.1

NOTICE

Notice is hereby given that the _____ City Council will hold a public hearing at 7:00 p. m. at the County Courthouse on December 10, 1968 to discuss proposed Subdivision Regulations for the City. Copies of the proposed Regulations are available for review at the City Hall.

After the final set of regulations have been agreed upon, an adoptive resolution should be passed by the proper officials. These regulations may be amended after due notice and public hearing in the same manner as the passing of the original document.

2.2 The Sketch Plat

Although this step in the plat approval procedure is optional, it offers the subdivision an opportunity to avail himself of the advice and assistance of the planning commission staff at an early stage in a subdivision's development. This procedure does not require a formal application or fee and is not an official commitment to the developer (for more specific details refer to the subdivision regulations). Even though this step is not a formal step in the subdivision approval, the sketch plan should take on a standardized form (see Form 2.2).

THE SKETCH PLAN SHALL SHOW	SKETCH PLAN
Proposed name of subdivision.	Subdivision name _____
Name and address of subdivider and/or owner.	City _____
Date, north arrow, and scale.	Owner's name _____
Contours at not more than five foot intervals.	Owner's address _____
Proposed street pattern.	SCALE = 1" = 200' _____, S. C.
	MAY 14, 1970

The action of the commission should be set down in a consistent manner, with proper resolatory notation of the commission's decision (see Form 2.3b).

Form 2.3b

Resolution of planning board approving plat.

At a meeting of the Planning Board of the Town of _____, _____ County, _____, held at the Town Hall _____ Road in said Town on _____, 19__ at _____ o'clock ____M., there were:

Present: _____

Absent: _____

Mr. _____ offered the following resolution and moved its adoption:

Whereas, An application has been made to this Board by _____ for the approval of a plat entitled _____ showing proposed new streets to be known as _____ and an Extension of _____, and

Whereas a public hearing has been advertised and held on _____, 19__ in the Town Hall at _____ o'clock ____M., and

Whereas the plat plan submitted herein does not conflict with the county official map and has been approved,

Whereas, it appears to the best interest of the Town that said application be approved subject to certain conditions,

Now, Therefore, be it

Resolved that the map entitled _____ showing new proposed streets to be known as _____ and _____ filed with this Board showing property of _____, be, and the same hereby is approved upon condition that the proposed new streets shall be suitably graded and paved in accordance with standard specifications and procedure acceptable to the Town Board. Resolution passed _____, 19__.

Secretary

ACTUAL SIZE 5½" X 8½" WHITE PAPER

2.4 The Final Plat

A Final Plat will conform substantially to the approved Development Plat. A Final Plat represents the Planning Commission's last review of a subdivision, or portion of a subdivision. If approved, this plat will be filed with the proper city or county authorities. Final Plat approval constitutes an acceptance of all streets, easements, parks and other land intended for public use. The requirements of the Final Plat should be set down within the Subdivision Regulations (see sample Form 2.4a).

Form 2.4a

THE FINAL PLAT SHALL SHOW

Streets, lots, setback lines, lot numbers, etc.

Sufficient engineering data to reproduce any line on the ground.

Dimensions, angles, and bearings.

Monuments

Names of adjoining properties

Date, title, name and address of subdivider, and the name of the registered land surveyor or engineer.

Map scale, north arrow, and date.

SECTION "A"

Owner: _____ Subdivision name _____ Surveyor: _____

City, State _____

Scale in feet _____

Date _____

Also, the following certificates shall appear on any Final Plat which is submitted to the Planning Commission (see Forms 2.4b - 2.4e).

Form 2.4b

Certificate of Accuracy

It is hereby certified that this plat is true and correct and was prepared from an actual survey of the property made under supervision.

By _____ Registered C. E. No. _____
_____ Registered South Carolina Surveyor's No.

ACTUAL SIZE 8½" X 3½" WHITE PAPER

_____ Date _____

Form 2.4c

Certificate of Ownership and Dedication

I (we) hereby certify that I am (we are) the owner (s) of the property shown and described hereon and that I (we) hereby dedicate all streets, alleys, walks, parks, and other sites to public or private use as noted.

_____ Date _____ Owner _____

ACTUAL SIZE 8½" X 3½" WHITE PAPER

_____ Owner _____

Form 2.4d

Certification of Approval of the Installation and Construction of Streets, Utilities and Other Required Improvements

I do hereby certify (1) that streets, utilities and other required improvements have been installed in an acceptable manner and according to City specifications and standards in the subdivision entitled _____, or (2) that a guarantee of the installations of the required improvements in an amount or manner satisfactory to the City of _____ has been received.

_____ (1) _____ Date _____ City Engineer, Designee

_____ (2) _____ Date _____ City Clerk

ACTUAL SIZE 8½" X 3½" WHITE PAPER

Form 2.4e

Certificate of Approval for Recording

I hereby certify that the subdivision plat shown hereon has been found to comply with the _____ Subdivision Ordinance except for such variances, if any, as are noted in the minutes of the Planning Commission and that this plat has been approved for recording in the office of the _____ County Register of Deeds.

_____ 19____ Secretary, Planning Commission

ACTUAL SIZE 8½" X 3½" WHITE PAPER

If certain modifications are necessary to make the Final Plat in compliance with subdivision regulations, the Final Plat may be approved before these modifications are undertaken. To insure the proper development of these modifications, a performance bond shall be presented by the developer. This guarantees the payment for final modifications in case of the default of the developer. Therefore, a performance bond agreement is of necessity to the Planning Commission (see Form 2.4f).

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS, that, _____ as Principal (hereinafter called the Principal) and _____, as Surety (hereinafter called the Surety) are bound unto the State of South Carolina for the use and benefit of the City of _____ Planning and Zoning Commission, and for the use and benefit of all future lot holders within the hereinafter mentioned subdivision, in the full and just sum of _____ (\$_____) Dollars, good and lawful money of the United States of America, for payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal and Surety have submitted a final plat of the Subdivision known as _____ Subdivision, located in _____ County, South Carolina, for approval of the _____ County Planning and Zoning Commission, which approval is a condition precedent to the right of the Principal to have registered in the office of the Register of Mesne Conveyance of _____ County, South Carolina, such plan of said Subdivision; and

WHEREAS, the City of _____ Planning and Zoning Commission is unwilling to approve said plan of said Subdivision for registration until all improvements are completed; and

WHEREAS, it is estimated by the developers that there are approximately _____ lin. ft. in length and _____ ft. in width in said streets, and _____ feet of _____ inch water line, and _____ feet of _____ inch sewer line, and that the cost of providing these facilities would be estimated as follows:

- (a) Paving and/or curbing of said streets, furnishing labor and material for work in connection therewith \$_____
- (b) Installation of water line in the amount of \$_____
- (c) Installation of sewer lines in the amount of \$_____

WHEREAS, under the rules and regulations for land subdivision in _____ County, State of South Carolina, adopted by the City of _____ Planning and Zoning Commission, it is permissible for the Principal, in lieu of the completion of said improvements prior to seeking the final approval, to execute a bond or other surety that said improvements will be provided; and

WHEREAS, the City of _____ Planning Commission is willing to approve the final plat of said Subdivision for registration upon the execution of a bond or other surety in the sum of _____ (\$_____) Dollars, within a period not to exceed twelve (12) months from the date hereof, complete the installation of improvements listed above for the specifications as hereinabove set forth, and obtain approval from the City of _____ Planning and Zoning Commission to that effect.

NOW, THEREFORE, if the Principal shall, within a period of twelve (12) months from date hereof, fully comply with all the terms hereof, this obligation shall be null and void, otherwise to remain in full force and effect, and the funds derived from said bond or other surety are to be used by the City of _____ Planning and Zoning Commission for the purposes as set forth herein.

THIS _____, 19_____.

Principal

Approved: _____
City Attorney

Surety

SECTION 3 – BUILDING CODES

The establishment of a proper set of building codes is of key importance to the overall planning process. The adoption of the Southern Standard Building Codes is recommended for all communities. These codes are designed to:

- 1 – establish minimum safeguards in the construction of buildings,
- 2 – protect occupants from fire hazards or the collapse of a structure.
- 3 – prohibit unhealthy or unsanitary conditions.

3.1 Building Permit Application

Of primary necessity to the enforcement of building codes is the application for a building permit. At this primary stage of application, deviations from the adopted set of codes can be corrected before construction begins. As noted on some of the sample forms, duplicated copies should be made so that other effected departments can be notified of the new construction or building addition (see Forms 3.1).

Form 3.1

BUILDING DEPARTMENT CITY OF _____, S. C.

APPLICATION FOR BUILDING PERMIT

Date _____, 197__

Application is hereby made to the City Building Official for a building permit for the work described below and in accordance with plans and specifications herewith submitted for approval. It shall be understood that if the plans are approved and a permit is issued for work covered by this application that all work done shall conform to the City Building Code and all Laws and Ordinances pertaining thereto.

Detailed Statement of the Work to Be Done Under This Application

Owner _____ Address _____
 Size of Lot, Front _____ Depth _____ Rear _____ Lot No. _____ Block No. _____ Plat No. _____ Ward _____
 Location of Work, Street No. _____
 Name of Architect _____ Address _____
 Name of Contractor _____ Address _____
 Building Type of Construction: _____ What Used For: _____
 If Building is a Dwelling, is a Private Garage or Business Occupancy Attached? _____
 Work to be Done in Detail: _____

 Sign or Awning or Marquee Describe Fully: _____
 Building Size _____ No. Rooms _____ Floor Area _____ No. Baths _____ Stories _____
 Height from ground level to highest point of building; Roof or Walls: _____ Tower size _____ Height _____
 Ceiling Height; Basement _____ 1st Fl. _____ 2nd _____ 3rd _____ 4th _____ 5th _____ 6th _____
 Wall Thickness: 2x4 Studs _____ 2x6 Studs _____ Masonry 4" _____ 6" _____ 8" _____ 12" _____ 16" _____
 Foundation, Hard or Soft Clay _____ Other _____ Piling or Grillage _____ Soil Test Lbs. Sq. Ft. _____
 Footing; Poured Cement Width and Depth for; Walls _____ Col. or Piers _____ Chimney _____
 (Footing Trenches Must be 12" Deep Minimum Below Grade)
 Basement Dimensions _____ What to be used for _____
 Beams, Sills, Kind and Size; _____ Set on; _____
 Joist, Floor, Size and Spacing: 1st Fl. _____ 2nd _____ 3rd _____ 4th _____ 5th _____
 Is Floor Joist and Sills Pressure Treated or Heart Grade? _____ If Not How High off Ground _____ (18" min.)
 Joist, Ceiling Size and Spacing; 1st Fl. _____ 2nd _____ 3rd _____ 4th _____ 5th _____
 Bar Joist, Steel or Concrete; Size and Spacing: _____ Span _____ Ft.
 Roof Trusses, Explain Fully: _____ Span _____ Ft.
 Rafters, Size and Spacing: _____ Span _____ Ft.
 Roof, Is Roof Flat Mansard or Pitched: _____ Kind of Roofing _____
 Elevators, How many: _____ For Freight or Passengers: _____
 How Is Elevator Shaft Fire Protected: _____
 Stairs and Escalators, How Many _____ How Fire Protected: _____
 Attic Space, What Means of Access: _____
 (Scuttle Holes Must Be 24"x36" Minimum)
 If Apartment or Tenement, How Many Families Each Floor: _____
 What Means of Fire Protection Separating Apts.: _____
 Business or Assembly Buildings; What Fire Protection: _____
 Heating, How is Building Heated: _____
 Chimney or Flue, Describe in Detail: _____
 How is Furnace Room Fire Protected: _____
 Tanks for Storage of Flammables, No. and Size of Tanks _____ Under Ground, Above Ground
 (Strike Out One)
 Class of Flammable: _____ What Used For: _____
 Air Conditioning: Package Unit, or With Air Ducts: _____
 Sprinkler System, What Part of Building: _____
 Cost Approximate Value of All Labor and Materials \$ _____ Permit Fee \$ _____
 Application (Approved — Rejected) Date Permit Issued _____ 197__ Permit No. _____
 Reason for Rejection: _____

STATE OF SOUTH CAROLINA
 County of _____
 City of _____

The undersigned authority personally appeared _____
 (Signature of Applicant)

before me who swears or affirms that He/She is the _____
 (Contractor, Owner, Agent)

and that the work will be done by _____, Contractor, and certifies
 that all work done under this application shall conform to the City Building Code.

Subscribed and sworn to before me this _____ day of _____, 19__

Building Official — Notary Public
 (Strike out title not applicable)

CITY OF _____

APPLICATION FOR BUILDING PERMIT

Date _____ 19__

I, _____, (owner) (agent of owner) hereby make application for a permit to construct _____ alter _____ add to _____ demolish _____ move _____ (check one) a building described below and detailed on the plans and specifications attached hereto; all provisions of the applicable ordinances and state laws and regulations will be complied with whether specified herein or not.

- 1. Lot No. _____ Block No. _____
- 2. Address _____ 3. In fire limits? _____
- 4. Occupancy (as defined in building code) _____
- 5. Type of construction (as defined in building code) _____
- 6. Height (above grade) and number of stories _____
- 7. Floor area _____
- 8. Estimated cost \$ _____

DESCRIPTION OF BUILDING CONSTRUCTION DETAILS

- 1. Type of soil _____
- 2. Material and size of footings _____
- 3. Foundation walls: Materials _____ Thickness _____
- 4. Other _____
(All footing forms must be inspected before concrete is poured)
- 5. Framing material (if wood, give species and grade) _____
- 6. Complete the following table for joists:

	Size	Longest Span	Spacing
First Floor	_____	_____	_____
Second Floor	_____	_____	_____
Ceiling	_____	_____	_____
Other	_____	_____	_____

- 7. Walls: Material _____ If wood, spacing of studs or posts if other than 16 inches on center _____
- 8. Bearing partitions: Material _____ studs or posts if other than 16 inches on center _____
- 9. Beams and lintels: For longest span, give length _____ feet _____ and size _____
- 10. Type of exterior sheathing _____

ACTUAL SIZE 8½" X 11" WHITE PAPER

(OVER)

BUILDING PERMIT APPLICATION

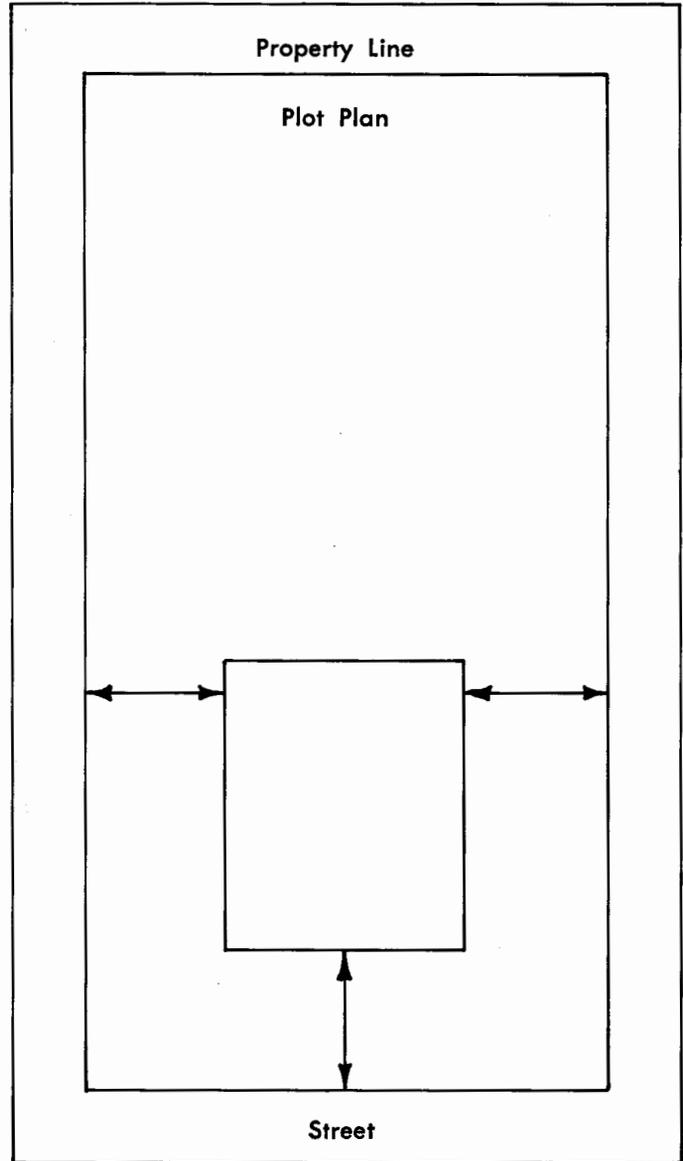
Part - 2

CONTRACTOR: _____
ARCHITECT: _____
Building Fee \$ _____
Plan-Checking _____
Fee _____
Total _____

Called INSPECTIONS

Foundation _____ Frame _____ _____ Final _____	Rough _____ Sewer _____ Final _____ _____ Electric _____ _____ Rough _____ _____ Final _____
---	--

SPECIAL INFORMATION



Approved: Board of _____

By _____

Approved: Building Official _____

By _____

Type of Occupancy _____
 Total Floor Area _____
 Number of Stories _____ Height _____
 Area of Lot _____
 Front Yard Setback _____
 Side Yard Setback _____
 Rear Yard _____
 No. of Families _____
 Off-Street Parking _____
 Change of Occupancy from _____
 To _____
 Kind of Livestock _____

PERMIT VOID
AFTER 6 MO.
UNLESS WORK
IS STARTED

BUILDING INSPECTION DEPT.

Date of Application _____ 19____

Permit Number _____

COMMISSIONERS OF _____ COUNTY

(Do Not Fill In)

Date Application Issued _____ 19____

Construct
Move
Park

The owner of the property herein named, hereby makes application to Raze a _____

Res. Only
(1-2)

- (1) to be used as: _____, If Residence, Give Number of: Bedrooms____, Baths____
- (2) Living Room____, Dining Room____, Kitchen____, Den____, Other Rooms_____

Land
Description
(3-7)

- (3) on Lot No. _____ Tract-Subdivision-Ward.
- (4) Situated on the _____ side of _____ Road-Street
- (5) between _____ Road-Streets
- (6) and known as No. (Property Address) _____ Road-Street
- (7) Size of Plot to be built on _____

Building
Description
(8-10)

- (8) Number of stories____. Height of building____. Material to be used_____
- (9) Square feet living area _____
- (10) Estimated cost of completed work _____

Buildings Now
On Lot
(11-12)

- (11) Number and type of other buildings _____
- (12) Is there a mobile home on this lot? Yes____ No____

Contractors
Water &
Sewerage
(13-21)

- (13) Will this bldg. require Elec. Wiring, Yes____ No____, Plumbing Yes____, No____
- (14) Contractor: Self____ or name and address of contractor: _____
- (15) If private water and sewerage are required, name and address of plumbing contractor _____
- (16) _____
- (17) Two (2) sets of plans to accompany application. Plan Number or Name _____
- (18) To be constructed under supervision of F. H. A.____; V. A.____; Architect____; Contractor____;
- (19) Owner____; If F. H. A. or V. A. Commitment Place Number Here _____
- (20) Source of Water: Public____ Private____
- (21) Sewerage System: Public____ Private____

Do Not Fill In
For Office Use
ONLY
(22-27)

- (22) Health Dept. Permit Issued: Date _____ Signature of H. D. Official _____
- (23) Remarks: _____
- _____
- _____
- (24) Property located in _____ zone, which (does) (does not), permit _____
- (25) Estimated cost of completed work, \$ _____
- (26) Fee for Permit, \$ _____
- (27) Penalty _____ Total Fee _____

In consideration of the granting of the above requested permit I do hereby agree that I will in all respects construct the work in accordance with the above statement and the Plans and Specifications herewith submitted, and filed in the office of the Building Inspector, and in compliance with the Laws and Ordinances of _____ County, South Carolina.

Date Sent	Returned	Respectfully,
Health Dept.	_____	_____ Owner
Tax/Assessor	_____	Name of Owner Returning Property
Plumbing Insp.	_____	Present Mailing Address _____
Occupancy permit issued	_____	Agent _____ Signature _____

PERMIT VOID AFTER 6 MO. UNLESS WORK IS STARTED

BUILDING INSPECTION DEPT.

Date Application Received _____

Permit No. _____

Date Issued _____ 19____

COMMISSIONERS OF _____ COUNTY

The undersigned owner of the property below described, hereby makes application to Construct () Move () Raze ()

a _____ (Description)

To be used as a _____

If Residence, Give Number of: Bedrooms (); Baths (); Other Rooms, number ().

Located on Lot Number _____ in _____

Subdivision—Tract—Ward; situated on the _____ side of _____

Street—Road; between _____ and _____

Streets—Roads; and known as Number _____ Street—Road _____

Size of Plot to be built on: _____ Feet—Acres _____

Number of stories _____; Height of building _____; Material to be used _____

Number and size of any outbuildings: _____

Will this building require Elec. Wiring: Yes () No (); Plumbing: Yes () No ()

Contractor: Self () Other () _____ Name and Address _____

Is Construction under supervision of: Architect (); Contractor (); Owner (); FHA (); VA ()

If FHA or VA list commitment number here _____

Source of Water Supply: Public (); Private () Sewerage System: Public (); Private ()

Remarks: _____

In consideration of the granting of this requested permit, I do hereby agree that I will in all respects construct the work in accordance with the statements hereon, the plans and specifications submitted herewith, and in compliance with the Laws, Ordinances, and Regulations of _____ County, South Carolina.

Table with columns: Copies to (Health Department, Electrical Inspector, Plumbing Inspector), Date Sent, Date Returned, and Respectfully (Name of Owner, Present Mailing Address, Signature of Agent, Phone No.).

Detach on Perforated Line and Return Lower Part to Building Inspector

LOCATION AND DESCRIPTION OF THE ABOVE PROPOSED BUILDING SITE:

PETITION OF _____ ADDRESS _____

Located on Lot Number _____ in _____

Permit Approved: Health (); Plumbing (); County Engineer (); Fire Marshal ()

Remarks: _____

DATE _____ Returned to BID _____ Signature of Reviewing Official _____

DATE _____ Received by BID _____

ACTUAL SIZE 8 1/2" X 14" GREEN PAPER

3.2 Building Permit

If the application for a building permit has been approved, then the regulatory body should issue a building permit (see Form 3.2a).

Form 3.2a

No. 9000

BUILDING INSPECTION DEPARTMENT

Date _____ 19____

Permission is granted to _____ Mailing Address _____

Property Address _____ Phone No. _____

To Erect _____

On Lot and/or Tract _____ City Water: Yes _____ No _____

Contractor or _____ City Sewerage: Yes _____ No _____

CURB & GUTTER BROKEN DURING CONSTRUCTION OF BUILDING MUST BE REPLACED BY THE BUILDING CONTRACTOR.

Estimated Cost \$ _____

Trees on the County right-of-way will not be removed without permission of the _____ County Engineer's Office.

Permit Fee \$ _____

Fee Received by _____

Building Inspector

This permit void if work not started within 6 mo. from date issued.

ACTUAL SIZE 7 $\frac{3}{4}$ " X 3 $\frac{3}{4}$ " WHITE PAPER

This permit should also be posted at the building site (see Forms 3.2b).

Form 3.2b

CITY OF: _____

BUILDING PERMIT

FOR THE PURPOSE OF

(Construct, Alter, Add to, Demolish, Move)

ISSUED TO: _____

ADDRESS: _____

ISSUED BY: _____

DATE: _____

(Building Official)—(City Clerk)

This permit must be posted on the premises in a conspicuous place so as to be seen from the street on which the structure faces. It is a misdemeanor to remove or deface this poster without authority.

ACTUAL SIZE 8½" X 5½" WHITE PAPER

BUILDING PERMIT

Call This Office For Inspection
When:

- ___ 1st Insp. Foundation Trenches Are Dug
- ___ 2nd Insp. Frame Work Completed – House Dried in
- ___ 3rd Insp. House Completed

DO NOT CONTINUE

WITHOUT OK ON ABOVE INSPECTIONS

PERMIT No. _____ DATE _____

LOT or TRACT No. _____

TRACT or SUBDIVISION _____

TYPE CONSTRUCTION _____

CONTRACTOR _____

OWNER'S NAME _____

PRESENT ADDRESS _____

Building Inspector

PERMIT VOID

UNLESS WORK STARTED WITHIN SIX MONTHS

This Permit MUST Be Posted in a Conspicuous
Location in Front of Building
and Protected From Weather

Curb and Gutter Broken During Construction
Will Be Replaced By
The Building Contractor

ACTUAL SIZE 6" X 9 1/4" BLUE PAPER

When application for permit to erect or enlarge a building has been filed and pending issuance of such permit, the Building Official may, at his discretion, issue a special permit for the foundations of such building. The holder of such a permit may proceed at his own risk and without assuancy that a permit for the superstructure will be granted.³

A framework for handling appeals on the granting (or non-granting) of building permits is necessary. A notice of appeal should be filed by the appellant to the proper governing board (see Form 3.2c). The decision of the board should be rendered in a standardized form (see Form 3.2d).

IF THIS CARD IS NOT POSTED
WORK WILL BE STOPPED

IF THIS CARD IS NOT POSTED
WORK WILL BE STOPPED

NOTICE OF APPEAL

The undersigned hereby appeals to the Board of _____ for authorization of a (Building Permit) (Certificate of Occupancy) for the property located at _____ Ordinance No. _____, adopted _____ 19____ and cited as _____.

Note: Fill in Section 1, 2, or 3, whichever is appropriate. Additional information may be supplied on separate sheets if necessary.

Sec. A Appeal from INTERPRETATION of Ordinance by Building Inspector.
Provisions of the Ordinance in question, giving Section numbers.

(Attach written decision of Building Official)

Sec. B Request for SPECIAL EXCEPTION (Zoning only)

Describe provision of Zoning Ordinance requiring written approval of Board of Adjustment in this case

Describe proposed use. (Draw plot plan on back of this sheet if required.)

Sec. C Appeal for VARIANCE

Describe the provision of the Ordinance from which you seek a variance

Describe unusual conditions of property causing unnecessary hardship which may justify variance from terms of the ordinance _____

Transmitted by

Received by

Building Official

Date

Secretary, Board of

Public Hearing (if required) _____ Date Advertised _____ Hearing Date _____

Notice Mailed To (if required) _____

**DECISION
OF**

BOARD OF _____

With regard to authorization of a (Building Permit) (Certificate of Occupancy) for property located at _____

Applicant _____ Address _____

Sec. A INTERPRETATION — In accordance with Section _____ the Board adopted the following statement of interpretation of the _____ Ordinance; Section _____

Sec. B SPECIAL EXCEPTION — In accordance with Section _____ the Board reviewed the request for special exception under the terms of Section _____ of the Zoning Ordinance. The request is _____ granted
_____ denied
_____ granted, subject
_____ to conditions

Explanation of (denial) (conditions): _____

Sec. C VARIANCE — In accordance with Section _____ the Board reviewed the appeal for a variance to the requirements of Section _____ of the _____ Ordinance. The Board applied the following criteria:

1. Strict application of the ordinance would produce an undue hardship, other than financial.
2. The above hardship is unique and would not be shared by many other properties.
3. The variance would preserve the purpose and intent of the ordinance.

It was determined that all three of the above conditions (were) (were not) present, therefore the appeal is _____ granted
_____ denied
_____ granted, subject
_____ to conditions

Explanation of (denial) (conditions): _____

Date: _____ Signed _____

Secretary, Board of _____

3.3 Permits for Special Work

Permits should also be issued for electrical, plumbing, gas, and heating and air conditioning work (see Forms 3.3a, b, c, and d). The fee charged for the inspection of these various facilities can be noted on another form, with copies being made for the respective department and the bill to be submitted (see Form 3.3e). After these facilities have been inspected, the findings of the inspector should be recorded and sent to the affected party. This is necessary both when the installation is found to conform to the building codes (Form 3.3f), and when the installation is found to be defective (see Form 3.3g).

**BUILDING DEPARTMENT
CITY OF _____, S. C.**

APPLICATION FOR ELECTRICAL PERMIT

Date _____ 197_____

Application is hereby made to the City Building Official for an Electrical permit for the work described below and in accordance with plans and specifications herewith submitted for approval. It shall be understood that if the plans are approved and a permit is issued for the work covered by this application that all work done shall conform to the City Electrical Code and all Laws and Ordinances pertaining thereto.

Detailed Statement of the Work to be Done Under This Application

NAME OF OWNER _____

LOCATION OF WORK _____

NAME OF ELECTRICIAN _____

TYPE OF BUILDING: Solid Brick _____, Conc. Block _____, Wood Frame _____, Other _____

SIZE OF BUILDING: No. Rooms _____, Total Floor Area _____, Stories _____

BUILDING USED FOR _____ Is it in Fire Limits _____
(If a Dwelling, state No. Families)

METERS REQUIRED: FOR 3-WIRE 1-Ph. () ; 2-WIRE 1-Ph. () ; 3-WIRE 3-Ph. () ; 4-WIRE 3-Ph. ()

SERVICE ENTRANCE: CHECK TYPE TO BE USED:

120/240V 3-Ph. 4-WIRE () ; 120/240V 3-Ph. 3-WIRE () ; 120/208V 3-Ph. 4-WIRE () ; 230V 3-Ph. 3-WIRE () ;
115/230V 1-Ph. 3-WIRE () ; 115V 1-Ph. 2-WIRE ()

MAIN DISCONNECT SIZE AND TYPE _____ WIRE SIZE _____

TOTAL POWER LOAD AMPERES _____ HORSE POWER _____

LIST ALL MOTORS TO BE CONNECTED: GIVE H.P., PHASE, VOLTAGE AND DUTY SERVICE.

NO.	H. P.	VOLTS	PH.	CONT. DUTY	INT'M DUTY	
						1 TO 10 MOTORS ½ TO 10 HP @ \$1.00
						FEE \$
						FEE \$
						FEE \$
						FEE \$
						11 TO 50 MOTORS ½ TO 10 HP @ 75¢
						FEE \$
						FEE \$
						FEE \$
						FEE \$
						11 TO 20 HP MOTORS @ \$2.00 Ea. FEE \$
						OVER 20 HP MOTORS @ \$3.00 Ea. FEE \$

RESIDENTIAL LIGHTS & RECEPTACLES TOTAL OUTLETS _____ FEE \$

RANGE NO. _____ @ \$1.00; TABLE TOPS NO. _____ @ \$1.00; OVENS NO. _____ @ \$1.00 _____ FEE \$

WATER HEATER NO. _____ @ \$1.00; COMM. RANGE NO. _____ @ \$2.00 _____ FEE \$

WELL PUMP NO. _____ @ \$1.00; FURNACE BURNERS NO. _____ @ \$1.00 _____ FEE \$

COMMERCIAL LIGHTS & RECEPTACLES TOTAL OUTLETS _____ FEE \$

FLUORESCENT FIXTURES NO. _____ @ 10¢ EA. (CHARGED IN ADD. TO OUTLETS) _____ FEE \$

HEATING UNITS 1500 TO 15,000W NO. _____ @ \$1.00; OVER 15,000W NO. _____ @ \$2.00 _____ FEE \$

WELDERS RES. TYPE NO. _____ @ \$1.00; MOTOR GENERATOR TYPE NO. _____ @ \$1.00 _____ FEE \$

ELEVATORS PASSENGER TYPE NO. _____ @ \$5.00; FREIGHT TYPE NO. _____ @ \$5.00 _____ FEE \$

X-RAY MACHINE 230V NO. _____ @ \$2.00; 115V NO. _____ @ \$1.00 _____ FEE \$

SIGN CIRCUITS NO. _____ @ \$1.00; FLOOD LIGHT NO. _____ @ \$1.00 _____ FEE \$

TIME CLOCKS NO. _____ @ 50¢ EACH _____ FEE \$

METER LOOPS (WHEN WIRED SEPARATELY) NO. _____ @ \$1.00 _____ FEE \$

UNLISTED ITEMS _____ FEE \$

APPROXIMATE VALUE OF ALL LABOR AND MATERIAL \$ _____ TOTAL PERMIT FEE \$ _____

APPLICATION: (APPROVED—REJECTED) _____ DATE PERMIT ISSUED _____ 197_____ PERMIT NO. _____

STATE OF SOUTH CAROLINA }

City of _____, County of _____

The undersigned authority personally appeared _____
(Signature of Applicant)

before me who swears or affirms that He/She is the _____
(Contractor, Owner, Agent)

and that the work will be done by _____ contractor, and certifies
that all work done under this application shall conform to the City Electrical Code.

Subscribed and sworn to before me this _____ day of _____, 197_____

Building Official — Notary Public
(Strike out title not applicable)

BUILDING INSPECTION DEPARTMENT
CITY OF _____, S. C.

APPLICATION FOR PLUMBING PERMIT

Date _____ 197 _____

Application is hereby made to the City Building Official for a plumbing permit for the work described below and in accordance with plans and specifications submitted for approval. It shall be understood that if the plans are approved and a permit is issued for work covered by this application that all work done shall conform to the City Plumbing Code and all Laws and Ordinances pertaining thereto.

Detailed Statement of the Work to Be Done Under This Application

Owner _____ Address _____

Location of work, Street No. _____

What is this building used for _____

Name of Plumbing Contractor _____

Name of master plumber in charge _____

List All Items of Work To Be Installed		Fees
No. _____	Water Closets	\$ _____
No. _____	Lavatories	\$ _____
No. _____	Tubs	\$ _____
No. _____	Sinks, Kitchen	\$ _____
No. _____	Sinks, Slop	\$ _____
No. _____	Showers	\$ _____
No. _____	Water Heaters	\$ _____
No. _____	Washing Machines	\$ _____
No. _____	Floor Drains	\$ _____
No. _____	Urinals	\$ _____
No. _____	Urinal Troughs	\$ _____
No. _____	Grease Traps	\$ _____
No. _____	Dental Units	\$ _____
No. _____	Separate Sewer Lines	\$ _____
No. _____	Other	\$ _____
No. _____		\$ _____
Total Fees		\$ _____

PERMIT FEES:

Minimum Inspection Fee — \$2.00	10 to 13 Fixtures — 45c each	21 to 35 Fixtures — 30c each
4 to 9 Fixtures — 50c each	13 to 20 Fixtures — 40c each	Above 35 Fixtures — 25c each

Replacement of water heaters or relocating fixtures same fee as installation of new fixtures.

Cost, approximate value of all labor and material \$ _____ Permit No. _____

Date permit issued _____

STATE OF SOUTH CAROLINA

County of _____
City of _____

The undersigned authority personally appeared _____
(Signature of Applicant)

before me who swears or affirms that He/She is the _____
(Contractor, Owner, Agent)

and that the work will be done by _____, Contractor, and certifies

that all work done under this application shall conform to the City Plumbing Code.

Subscribed and sworn to before me this _____ day of _____, 19 _____

Building Official — Notary Public
(Strike out title not applicable)

APPLICATION FOR PLUMBING PERMIT

- 1. Application is hereby made for a PLUMBING PERMIT.
- 2. Class or Type of Building (Residence, Commercial, Etc.): _____
 - a. ALTERATION _____
- 3. Type of Plumbing (Check One):
 - b. REPAIR WORK _____
 - c. NEW STRUCTURE WORK _____
- 4. Address: No. _____ Street _____
- 5. Owner: _____ Address _____
- 6. Plumbing Contractor: _____ Address _____

I HEREBY AGREE to act under permit applied for in full accordance with all Laws and Plumbing Ordinances of the City of _____, and in accordance with the attached Plans and Specifications, and I agree that no work will be done contrary to the same, else the Permit issued hereunder to be void.

Date: _____, 19 _____

Signed: _____

FEE \$ _____
 IS HEREBY ACKNOWLEDGED.

 City Clerk.
 City of _____.

NUMBER
OF
FIXTURES:

- a. Water Closets _____
- b. Lavatories _____
- c. Bath Tubs _____
- d. Showers _____
- e. Sinks _____
- f. Urinals _____
- g. Wash Tubs _____
- h. Slop Hoppers _____
- i. Dish Washers _____
- j. Grease Traps _____
- k. Garbage Disposals _____
- TOTAL _____

7. PLANS AND SPECIFICATIONS:

Show in space above size of meter, water pipe lead in, water pipe, soil vent pipe, vents, sewer to street, etc.

ACTION UPON APPLICATION BY BUILDING OFFICIAL

THE FOREGOING Application is Approved and the same is hereby issued as PLUMBING PERMIT NUMBER _____ subject to inspections and approval as work progresses.

Date Issued: _____, 19 _____

Signed: _____

Building Official.

REPORT OF INSPECTIONS

1. _____ Date _____, 19 _____ Signed _____

2. _____ Date _____, 19 _____ Signed _____

**BUILDING DEPARTMENT
CITY OF _____, S. C.**

APPLICATION FOR GAS INSTALLATION PERMIT

Date _____ 19____

Application is hereby made to the City Building Official for a Gas Installation Permit for the work described below and in accordance with plans and specifications herewith submitted for approval. It shall be understood that if the application is approved and a permit is issued for work covered by this application that all work done shall conform to the City Gas Code and all Laws and Ordinances pertaining thereto.

Detailed Statement of the Work to Be Done Under This Application

Owner _____ Address _____

Location of work, Street No. _____

What this building used for _____

Name of Contractor _____ Address _____

Name of Master Gas Fitter in charge _____

List No. of Appliances To Be Installed Under Each Classification--

		B. T. U. Rating	
No.	COOKING RANGES		@ \$1.00 \$
No.	HOT WATER HEATER		@ \$1.00 \$
No.	WALL HEATERS		@ \$1.00 \$
No.	UNIT HEATERS, Vented or Unvented		@ \$1.00 \$
No.	SPACE HEATERS		@ \$1.00 \$
No.	HOT PLATE		@ \$1.00 \$
No.	DEEP FAT FRYER		@ \$1.00 \$
No.	BAKE OVEN		@ \$1.00 \$
No.	DRYER (For clothes or Industrial)		@ \$1.00 \$
No.	REFRIGERATOR		@ \$1.00 \$
No.	GAS STEAM RADIATORS		@ \$1.00 \$
No.	CONVERSION BURNERS		@ \$1.00 \$
No.	AUTOMATIC CONTROLS		@ \$1.00 \$
No.	GAS PIPING INCIDENT TO CENTRAL HEATING PLANTS, INCINERATORS, ETC., FOR WHICH A BUILDING PERMIT IS REQUIRED		@ \$1.00 \$
No.	ALTERATION OR REPAIRS		@ \$1.00 \$
No.	REINSPECTIONS FOR CONDEMNED WORK		@ \$1.00 \$
No.	UNLISTED INSTALLATIONS		@ \$1.00 \$
No.	GAS STORAGE TANKS 125 Gal. Up		@ \$1.00 \$

Cost Approximate Value of All Labor and Material \$ _____

Total Permit Fees \$ _____

Application (Approved - Rejected) Date Permit Issued _____ 19____ Permit No. _____

Reason for Rejection: _____

STATE OF SOUTH CAROLINA }
County of _____ }
City of _____ }

The undersigned authority personally appeared _____
(Signature of Applicant)

before me who swears or affirms that He is a Master Gas Fitter, License No. _____, and that the work will be done under his supervision, and certifies that all work done under this application shall conform to the City Gas Code.

Subscribed and sworn to before me this _____ day of _____, 19____

Building Official - Notary Public
(Strike out title not applicable)

CITY OF _____, _____
**APPLICATION FOR PERMIT
TO INSTALL
HEATING OR AIR CONDITIONING**

(Date)

(1) Name and address of applicant:

(2) Owner and location of job:

(3) Class or type of building (residence, commercial, etc.) _____

(4) Type of work: Alteration; Repair Work; New Structure Work.

(5) I HEREBY AGREE to act under permit applied for in full accordance with all Laws and Ordinances of the City of _____, and in accordance with the attached Plans and Specifications, and I agree that no work will be done contrary to the same, else the Permit issued hereunder to be void.

Signed: _____

(6) Receipt of Fee \$ _____ is hereby acknowledged _____

City Clerk

(7) Plans and Specifications:

Heating _____ B. T. U.

Air Conditioning _____ H. D.

ACTION UPON APPLICATION BY BUILDING OFFICIAL

THE FOREGOING Application is Approved and the same is hereby issued as PERMIT subject to inspections and approval as work progresses.

No. 232

Date Issued _____, 19____

Signed _____

Building Official

REPORT OF INSPECTIONS

1. _____ Date _____, 19____ Signed _____

2. _____ Date _____, 19____ Signed _____

3. _____ Date _____, 19____ Signed _____

COUNTY
ELECTRICAL DEPARTMENT

_____ 19____

Mr. _____

_____ Street

The electrical installation at _____
is found on inspection to be defective, and must be made to conform to city code. Ten days are allowed in which to
correct the following defects:

On or after _____ 19____, I will re-inspect the premises for the purpose of ascertaining
if these defects have been corrected.

Respectfully,

ACTUAL SIZE 8½" X 5½" WHITE PAPER

County Electrical Inspector

APPLICATION FOR ELECTRICAL PERMIT

1. Application is hereby made for an ELECTRICAL PERMIT to:

(Check Blank
Opposite Purpose
Of Permit)

- a. ALTERATION _____
- b. REPAIR WORK _____
- c. NEW STRUCTURE WORK _____

2. Class or Type of Building (Residence, Commercial, Etc.) _____

3. Address: No. _____ Street _____ Address _____

4. Owner: _____ Address _____

5. Electrical Contractor: _____

I HEREBY AGREE to act under permit applied for in full accordance with all Laws and Electrical Ordinances of the City of _____, and in accordance with the attached plans and specifications.

Date: _____, 19____ Signed: _____

FEE \$ _____
IS HEREBY ACKNOWLEDGED.

City Clerk,
City of _____

- a. Type and size lead in _____
- b. Fuse box amperage _____
- c. Number circuits _____
- d. Type and size circuit wire _____
- e. Kind and number of appliances _____

6. PLANS AND SPECIFICATIONS:

ACTION UPON APPLICATION BY BUILDING OFFICIAL

THE FOREGOING is approved and the same is hereby issued as ELECTRICAL PERMIT NUMBER _____ subject to inspections and approval as the work progresses.

Date Issued: _____, 19____

Signed: _____
Building Official.

REPORT OF INSPECTIONS

1. _____ Date _____, 19____ Signed: _____

2. _____ Date _____, 19____ Signed: _____

3.4 Inspection of Buildings

To insure the proper construction of building improvements, and new construction, building inspections should be conducted periodically (see building permit forms for specific times). The report of this inspection should then be filed in the building inspector's office and with the involved parties. If no violations exist, then construction can continue. But, if violations are existing, notification of these violations must be made (see Form 3.4a). A stop work notice then must be placed at the site of violation and construction cannot resume until these deficiencies have been corrected (see Forms 3.4b).

Form 3.4a

CITY OF _____
OFFICE OF THE BUILDING OFFICIAL
INSPECTION REPORT

Date: _____ 19____

Location of property _____
Owner (Agent) _____
Occupant _____
Delivered (sent) to: _____
Address: _____

You are hereby notified that the following violations of the
_____ code have been found on the
above described property:

Please correct the conditions, obtaining any necessary permits,
and call _____ for reinspection within
_____ days of this Report.

By Order of the Building Official

By: _____

LEGAL NOTICE

_____ COUNTY

BUILDING INSPECTION DEPARTMENT

Room _____

Phone _____

WHEREAS, violations of { The Zoning Ordinance
The Southern Standard Building Code } have been found on the premises, NOTICE IS HEREBY

GIVEN in accordance with the above Code that all persons cease, desist from and

STOP WORK

at once on any construction, alterations, repairs or the further use of these premises, known as _____

_____ until the violation has been corrected and approved by this department.

All persons acting contrary to this notice or removing or mutilating it are liable to summary arrest unless such action is authorized by the Department.

_____ Date

_____ Inspector of Buildings

ACTUAL SIZE 9" X 5½" RED PAPER

<p>Form 3.4b</p> <p>STOP WORK</p> <p>City of _____ State of _____ Office of Building Official</p> <p>NOTICE</p> <p>This building has been inspected and</p> <p>IS NOT ACCEPTED</p> <p>Please correct as noted below before any further work is done.</p> <p>NOTE _____</p>	<p>_____ Building Official</p> <p>Do not Remove this Notice</p> <p>-----</p> <p>DETACH and Bring this Portion of Card With You</p> <p>Location: _____</p> <p>Date _____</p> <p>Office of the Building Official</p> <p>City of _____</p> <p>_____ Building Official</p> <p>ACTUAL SIZE 3½" X 7" WHITE PAPER</p>
---	--

3.5 Building Inspection Records

To insure that proper records are kept on all buildings, their construction and condition, uniform building inspections are required. First of all, a file card on each structure should be kept with the issuance of a building permit (see Form 3.5a). As time and personnel permit, this file card should be made on every structure in the community. This will, of course, necessitate the reviewing of previous building permits and some degree of field work.

Convenient and well planned forms should also be utilized to keep tract of daily building inspections (see Forms 3.5b). This includes records not only on the building structure, but also on electrical, plumbing, gas, heating, and air condition work and installation (see Form 3.5c).

Form 3.5a

FILE CARD

Permit No. _____ Date Issued _____

Owner and Address _____

Property Address _____

Contractor and Address _____

Tract — Subdivision _____

Block _____ Lot _____ Size _____

Type Construction _____ No. Baths _____

Frame Brick Veneer Concrete Block Galvanized Metal Stucco

Solid Masonry Other _____

Gross Estimated Value _____ Permit Fee _____

Remarks _____

Date Completed _____

Date to Tax Assessor _____ Date Returned to Bldg. Insp. Office _____

ACTUAL SIZE 7¼" X 5" WHITE PAPER

3.6 Mobile Homes

Mobile homes also fall under the jurisdiction of the building inspectors office. Proper card and consideration are needed to insure against the unsightly construction and facilities that can occur with mobile homes (see Form 3.6). Further coverage, as noted, also exists in the zoning ordinance.

Form 3.6

PERMIT VOID AFTER
6 MO. UNLESS WORK
IS STARTED

**BUILDING INSPECTION DEPT.
MOBILE HOME DIVISION
_____ COUNTY**

COMMISSIONERS OF _____ COUNTY

Date of application _____
Permit Number _____
Date Permit Issued _____

The owner of the property herein named hereby makes application to park a Mobile Home to be used as _____. If residence give number of

Bedrooms _____ Baths _____ Living Room _____ Other _____
Kitchen _____ Den _____ Dining Room _____ _____

- (3) On Lot No. _____
- (4) Tract or Subd. _____
- (5) Situated on the _____ side of _____ Rd. St.
- (6) Between _____ Rd. St.
- (7) Property address _____
- (8) Size of plot to be parked on _____
- (9) Make of home _____ Value _____
- (10) Other buildings on lot _____
- (11) Is there a Mobile Home on this lot Yes _____ No _____
- (12) Elec. Contractor _____
- (13) Source of Water Public _____ Private _____
- (14) Source of Sewage Public _____ Private _____
- (15) Health Dept. Permit issued, date _____
- (16) _____
- (17) Property located in _____ zone.
Does permit _____ Does not permit _____
- (18) Permit fee \$ _____

Respectfully _____
name of owner returning property

Present mailing address _____

Agent _____

Signature

ACTUAL SIZE 5" X 8 1/4" BUFF PAPER

SECTION 4 – HOUSING CODE

It is suggested that each community adopt as a minimum standard the provisions of the **Southern Standard Housing Code**. The aims of a housing code are similar to those of zoning, subdivision regulation, and building codes in that they offer a structured method of controlling the overall environment of a community. More specifically the housing codes "apply to the construction, alteration, repair equipment, use and occupancy, location, maintenance, removal, demolition of every building or structure or any appurtenances connected or attached to such buildings or structures."

The housing codes are constructed to protect not only the neighborhood and its appearance, but also the families who live within these structures.

4.1 Occupancy

After a new structure has been completed, it must conform to all regulating statutes present in the community. If all criteria has been met, the structure may then be given a certificate of occupancy (see Forms 4.1a) to certify that the structure is in compliance.

Existing structure must also conform to the standards of a community's building codes. If an existing structure does not meet these standards, the occupant is notified by the building inspector's office (see Form 4.1b and note underlined passages).

In some cases a follow up letter on this first notice becomes necessary (see Form 4.1c).

If the owner of the building still does not bring the structure under compliance with the building and housing codes, then legal action by the community is required (see Form 4.1d). If the owner wishes to appeal the action taken by the building inspector, he may then file an appeal, similar to that in Form 3.2c. This procedure of building inspection (Section 3.4) can also apply to the activities which fall under the jurisdiction of building codes covered in the last section. And therefore, this segment is of great importance to both the proper enforcement of building codes and housing codes.

If the more legal and formal proceedings become necessary in the enforcement of these codes, the city should file a complaint against the violating party, and notify him of a hearing on the complaint (see Form 4.1e). Upon the decision of the hearing board, the effected party will then be notified of this decision (Form 4.1f). If the structure is found to be unfit for habitation or use (one of several alternatives), then the structure must be duly posted and marked as to this condition (Form 4.1g).

As exists in the enforcement of any municipal codes, the effected party must be granted the right of appeal. As was the case in the three previous sections, a mechanism for filing and presenting decisions should be standardized.

CERTIFICATE OF OCCUPANCY

**Having inspected the premises, located at _____
to determine that construction has been undertaken
in compliance with the above application and in con-
formity with the zoning, housing and building ordi-
nances and other pertinent ordinances and occupancy
permit authorizing use of the building for the pur-
pose listed above is hereby granted to _____.**

Date _____

Signed _____

Director of Building and Housing

Building Permit # _____

ACTUAL SIZE 6" X 7" WHITE PAPER

CITY OF _____
OFFICE OF THE BUILDING OFFICIAL

CERTIFICATE OF OCCUPANCY

This certifies that the building (dwelling unit) located at _____
on lot _____, block _____ and owned by _____
may be occupied in accordance with the provisions of
the building, zoning, housing and other applicable codes and ordinances as hereinafter specified.

A. Building Code

Story	Floor Loads	No. of Persons	Type of Occupancy

B. Zoning Ordinances

Zone _____

No. of Families _____

Use _____

C. Housing Code

1. Dwelling; No. of units _____

(a) Unit 1. Name of head of household _____

Number of occupants permitted _____

(b) Unit 2. Name of head of household _____

Number of occupants permitted _____

(c) Attach supplemental sheet for additional units.

2. Rooming House; No. of units _____

Total No. of occupants _____

Name of rooming house operator _____

D. Other

Fee paid: \$ _____ Expiration Date _____ or upon change in type of occupancy, zoning
use, ownership, name of head of household or by order of Building Official for cause.

By: _____ (Building Official)

CITY OF _____
BUILDING INSPECTION DIVISION

FIRST NOTICE (COPY OF ITEM TO ACCOMPANY)

In an effort to make our City a healthier and safer place in which to live, _____ has adopted an Ordinance which establishes minimum standards for dwelling units within the City. In connection with this, an inspection has been made of your property located at _____

We find that there exists in this dwelling conditions that do not meet the minimum standards; a copy of these conditions and the Sections of the Housing Code violated is attached. Please make the necessary repairs and alterations within the next _____.

If you will need more time to make these corrections, or if you have any questions or problems, I will be happy to discuss them with you either in my office or on the property in question. You may be assured of our cooperation, so do not hesitate to contact this office if there is any way we can be of assistance to you.

As you probably know, repairs and alterations can be made only after you have obtained a permit from the Building Inspection Office, and all work should be done in accordance with good construction practices. It is advisable to contact your Housing Code Inspector and have him meet you and your contractor on the premises before the work is begun. He is familiar with this type of work and his experience may prove to be of value to you.

Yours very truly,

CHIEF BUILDING OFFICIAL

In some cases a follow up letter on this first notice becomes necessary (see Form 4.1c).

CITY OF _____
BUILDING INSPECTION DIVISION

FOLLOW UP LETTER WHEN NO ACTION IS TAKEN TO ITEM 20

You have been requested by the City of _____ to make certain repairs to your property located at _____ Since the work has not been done, we feel that making these repairs might be presenting some problems, and we would like to take this opportunity to offer our services in any way possible.

If you will not be able to do the work within the time set, or if you are experiencing other difficulties, I will be glad to discuss them with you, either in my office or on the premises in question. We will cooperate with you in any way we can, and you should not hesitate to contact this office if we can be of assistance.

Yours very truly,

CHIEF BUILDING OFFICIAL

CITY OF _____
BUILDING INSPECTION DIVISION

**FIRST LEGAL NOTICE SHOWING DATE ON WHICH APPEAL CAN
BE FILED TO BOARD OF HOUSING APPEALS**

On several occasions you have been requested by the City of _____ to make repairs to your property located at _____. To date our requests have not been complied with, and no reasonable explanation has been offered for the delay.

As Chief Enforcing Officer, under the terms of the Housing Code Ordinance, I must therefore, make a formal complaint that this dwelling does not comply with _____ of the Ordinance, entitled "Dwellings Unfit for Human Habitation". The repairs and alterations shown on the attached list will have to be made before it will do so.

If you disagree with these findings, you are entitled to appeal to the Board of Housing Appeals. You must therefore file with the Chief Building Official a written request setting forth a statement of the grounds on which the appeal is being made. This appeal must be made within thirty (30) days after receiving your first notice. A deposit of five (5) dollars must accompany the appeal.

You will be notified as to the time, date and location of your hearing within ten (10) days after your appeal is filed.

You need not file an appeal or appear before the Board of Housing Appeals if you intend to make the necessary corrections within the next thirty (30) days. If you will need more time to make these corrections, or if you have any questions or problems, I will be happy to discuss them with you either in my office or on the property in question.

You may be assured of our co-operation, so do not hesitate to contact this office if there is any way in which we can be of assistance.

Yours truly,

CHIEF BUILDING OFFICIAL

CITY OF _____
OFFICE OF _____

COMPLAINT

City of _____

vs.

(Name of Owner or Occupant)

_____, being owner (occupant) of the property located at _____, and described as follows _____

in the City of _____ will hereby take notice that the aforesaid premises were inspected on _____ 19____, and found to be deficient in the following particulars of the _____

Ordinance adopted _____ 19____, to wit: _____

The aforesaid persons will further take notice that a hearing will be conducted pursuant to this complaint before the _____ at _____ on the _____ day of _____ 19____ at _____ o'clock for the purpose of determining what disposition, if any, shall be made.

This complaint is hereby lodged for record pursuant to the provisions of _____, and the _____ Ordinance of the City of _____

By: _____
Building Official

CITY OF _____

ORDER

Date _____

Owner (Agent) (Occupant) _____

Address _____

A complaint having been issued on _____ 19____, and a hearing duly held on _____ 19____,
the property located at _____

_____ has been determined to be unfit for human habitation and/or dangerous and you as owner (Agent) (Occupant) are hereby ordered to (check as appropriate):

_____ Repair, alter, improve in accordance with the attached specifications.

_____ vacate and close

_____ Remove or demolish (removing all debris and leaving no excavations or other conditions that would create a nuisance or violate city ordinances.)

By Order Of:

ACTUAL SIZE 8½" X 11" WHITE PAPER

County Department Of Public Health

ORDER TO VACATE

Date _____

WHEREAS the Commissioner of Health of _____ County has found that the dwelling and premises at No. _____

is unfit for human habitation, and dangerous to life or health by reason of want of repair or defects in the drainage, plumbing, lighting, ventilation or the construction of the same, or by reason of the existence on the premises of any condition likely to cause sickness or injury among the occupants of said dwelling or for any other causes affecting public health.

NOW, THEREFORE, the Commissioner of Health of _____ County, acting under the authority conferred upon him by City Ordinance of the Mayor and City Council of _____, approved _____, hereby orders that the dwelling and premises known as No. _____

be vacated on or before _____ in accordance with the provisions of Section _____ of City Ordinance, approved _____, which also provides that the dwelling hereby ordered to be vacated shall not again be occupied until a written statement shall have been secured from the Commissioner of Health showing that the dwelling or its surroundings have been so improved as to remove the condition or conditions which caused the Commissioner of Health to close the same.

Commissioner of Health

**THIS ORDER SHALL NOT BE REMOVED WITHOUT
AUTHORIZATION FROM THE
COUNTY DEPARTMENT OF PUBLIC HEALTH**

U N F I T

FOR HUMAN HABITATION OR USE

This building is unfit for human habitation or other use; the use or occupation of this building for human habitation or other use after _____ is unlawful and is prohibited.

By Order of: _____

By: _____

City of: _____

ACTUAL SIZE 8½" X 4" WHITE PAPER

4.2 Housing Code Inspection Records

If housing codes are to succeed at their goal, complete and comprehensive records must be kept. Various types of forms for record keeping are available to the community, and any one form or combination of forms may be suitable. The needs of the community will vary, of course, depending greatly upon the size of population and the number of structures. A master control file card offers immediate access to a short and less detailed form (see Form 4.2a) and can be used in conjunction with more detailed forms. These more detailed records are needed if a comprehensive set of housing codes is to be enforced (see Forms 4.2b).

The housing inspector should also keep a daily or periodic record of general inspections. This manner of record keeping is especially important when viewing the overall housing needs of a community at the development of a sound housing improvement program (see Forms 4.2c).

If an overall housing program of compliance and betterment is attempted, the need for further data and more sophisticated records will become evident. The Department of Housing and Urban Development has suggested a format for these record needs (see Forms 4.2d and 4.2e).

SUGGESTED OR SAMPLE HOUSING CODE ENFORCEMENT MASTER CONTROL CARD

Minimum size card 4" x 6". Entries suggested on the card may be changed or altered to fit local conditions.

HOUSING CODE ENFORCEMENT MASTER CARD		
Address	_____	
Owner	_____	Address _____
Agent	_____	Address _____
Type Building	No. Stories _____	Occupancy _____ Zoning _____
No. of D. U.	_____ No. of Occupants Exceeding No. Permitted _____	
Owner Occupant	Renter _____	White _____ Non-White _____
Water Closets	Lavs. _____	Tubs/Showers _____ Sinks _____
Building St'd.	Sub-St'd.	D.U.'s Sub-St'd.
Condition Indicates: Conserve _____ Rehabilitate _____ Demolish _____		
Inspected	_____ Dates of Notices _____	
Determinations	_____	_____
Permits Issued	_____	_____
Follow Up Inspections	_____	_____
Violations Corrected	_____	_____

CITY OF _____, S. C.
HOUSING INSPECTION REPORT

DATE _____ 19____

(COPY TO OWNER)

LOCATION OF HOUSING UNIT _____
 OWNER _____ ADDRESS _____
 AGENT _____ ADDRESS _____
 TYPE BUILDING _____ NO. STORIES _____ TYPE OCCUPANCY _____ ZONE DISTRICT _____
 NO. D.U. _____ NO. OCCUPANTS EACH D.U. _____ NO. EXCEEDING PERMITTED _____
 OCCUPIED _____ VACANT _____ BY OWNER _____ RENTER _____ WHITE _____ NON-WHITE _____
 FACILITIES AVAILABLE: WATER _____ SEWER _____ ELECTRICITY _____ GAS _____
 CONDITION INDICATES: STD _____ SUB-STD _____ CONSERVE _____ REHABILITATE _____ DEMOLISH _____

	Adequate	Inadequate	Need Major Repair	Need Minor Repair	Need to be Installed	Need to be Increased	ANSWER ALL QUESTIONS WITH WORDS YES OR NO, ETC., REMARKS CONCERNING EACH ITEM
Means of Egress							
Room Sizes							
Privacy of Bath & Bedrooms							
Basement Drainage							
Unexcavated Area Ventilation							
Free of Infestation							
Garbage & Rubbish Storage							
Ceiling Heights							
Window Clearances							
Window Area							
Window Openable Areas							
Window Sash and Screens							
Window Frames							
Foundation Walls & Piers							
Floor Framing & Flooring							
Exterior Walls & Columns							
Exterior Steps & Stairs							
Roofing Material							
Roofing Flashing							
Roof Rafters & Sheathing							
Doors, Exterior & Interior							
Partitions							
Interior Stairs							
Ceiling Joist							
Hardware							
Mechanical Ventilation							
Electric Lights & Switches							
Electric Convenience Outlets							
Electric Panel & Service							
Heating Equipment							
Chimney & Fireplace							
Plumbing Fixtures							
Plumbing Drainage System							
Hot & Cold Water Dist. System							
Water Heater							
Under Penning							

ILLUSTRATION OF A TYPICAL HOUSING INSPECTOR'S REPORT

Date _____

Address _____

Owner _____ Address _____

Mortgagee _____ Address _____

Agent _____ Address _____

Subdivision _____ Block No. _____ Lot No. _____ Lot Size _____

Zoning _____ Type Occupancy _____

Facilities Available: Water _____ Sanitary Sewer _____ Electrical Power _____ Gas _____

No. of Dwelling Units _____ Over Occupancy _____

Condition of Building Indicates: Conserve _____ Rehabilitate _____ Demolish _____

CHECK LIST

	Adequate	Inadequate	Need Major Repair	Need Minor Repair	Need To Be Installed	Need To Be Increased	Remarks
Means of Egress							
Room Sizes							
Privacy of Bath & Bedrooms							
Storage Space per D.U.							
Attic Ventilation							
Basement Drainage							
Unexcavated Area Ventilation							
Free of Infestations							
Garbage & Rubbish Storage							
Ceiling Heights							
Window Clearances							
Window Area							
Window Openable Areas							
Window Sash & Screens							
Window Frames							
Foundation Walls & Piers							
Floor Framing & Flooring							
Exterior Walls & Columns							
Exterior Steps & Stairs							
Roofing Material							
Roofing Flashing							
Roof Rafters & Sheathing							
Doors, Exterior & Interior							
Partitions							
Interior Stairs							
Ceiling Joist							
Hardware							
Mechanical Ventilation							
Electric Lights & Switches							
Electric Convenience Outlets							
Electric Panel							
Heating Equipment							
Plumbing Fixtures							
Plumbing Drainage System							
Hot & Cold Water Dist. System							
Water Heater							

(It is suggested that the form, "Housing Renewal Inspection" be used as a guide for supplemental information on maintenance and general condition.)

**CITY OF _____
HOUSING CODE
CHECK LIST**

Date _____ 19____

Location: _____

Owner/Occupant: _____

Owner's Address: _____

Inspected by: _____

Repair	Replace	Install	Adequate	<p align="center">Minimum Standards Necessary to Make Dwellings Fit For Human Habitation</p>
				<p>(1) BASIC EQUIPMENT AND FACILITIES</p> <ul style="list-style-type: none"> a. Kitchen sink b. Water closet Lavatory basin within room which affords privacy c. Tub or shower Within room which affords privacy d. Above connected to hot and cold water e. Waterheating facilities f. Potable water supply g. Public sewer _____ private _____ h. Rubbish facilities i. Garbage facilities j. Exits <p>(2) LIGHT, VENTILATION AND HEATING</p> <ul style="list-style-type: none"> a. Habitable rooms, window area b. Habitable rooms, openable window area c. Bathroom and water closet, window area Bathroom and water closet, openable area d. Electric service Outlets/fixtures, habitable rooms fixtures, other rooms e. Public hall lighting f. Heating facilities g. Screens h. Basement or cellar rodent screens

DAILY HOUSING INSPECTION REPORT

AREAS	1	2	3	4	5	6	7	8	CBD	TOTAL
DATE										
INSPECTION										
STANDARD										
SUB-STANDARD										
VIOLATION NOTICES SENT										
STOP WORK ORDERS										
STOP WORK ORDERS SATISFIED										
COMPLAINT SENT										
ORDER FOR CORR. ACTION										
VIOLATIONS SATISFIED										
RAZED OR DEMOLISHED										
COMPLIANCE CERTIFICATION										
REINSPECTIONS										

Signature

ACTUAL SIZE 8½" X 8" WHITE PAPER

SYSTEMATIC HOUSING CODE COMPLIANCE PROGRAM

of _____
(Name of Community)

Neighborhood Improvement Report for the Year Ending _____ 19____

Name or Number of Neighborhood

Neighborhood Population

A. Neighborhood Housing Statistics

(Complete the following table from the 1960 Census figures, a completed Neighborhood Analysis or best current estimate.)

Total No. of Housing Units in this Neighborhood	
Total No. of Substandard and Deficient Units	
— Sound units lacking some or all of the required sanitary facilities	
— Deteriorating or deteriorated units	
— Dilapidated units	

B. Number of Housing Inspectors Assigned to this Neighborhood

C. Housing Code Compliance Record

	Number of Structures	Number of Dwelling Units
1. Inspected during past 12 months		
2. (a) Found in non-compliance with the housing code during past 12 months		
(b) Non-compliance carryover from prior inspections		
(c) Total units requiring compliance actions		
3. (a) Brought into compliance during the past 12 months		
(b) Razed or otherwise eliminated during the past 12 months		
(c) Total compliance actions completed during the past 12 months		
(d) Remaining in non-compliance at the end of the past 12 months		
2 (c) minus 3 (c)		
4. Estimated to be brought into compliance during the next 12 months. (List total number of dwelling units only.)		

NOTE: Submit a separate Neighborhood Improvement Report for each neighborhood or area in which Housing Code compliance actions took place during the past 12 months.

(continued over)

D. Housing Code Appeals

Complete the following table to show the record of appeals filed during the past 12 months as a result of non-compliance actions taken under the Housing Code in this neighborhood. (Note: If the data called for below do not apply to the appeals procedure in the community, indicate the actions taken under the alternative procedure.)

Number filed with Appeals Board	_____
Number resolved by Appeals Board	_____
Number filed with local governing body	_____
Number resolved by governing body	_____
Number filed with courts	_____
Number resolved by the courts.	_____

E. What is being done to secure citizen participation and support by neighborhood residents and groups in this neighborhood?

F. What is being done to provide needed public improvements, facilities and services in the neighborhood?

G. What is being done to assist displaced families to find standard housing and to provide social and welfare services to those needing it?

H. What is being done to eliminate environmental conditions that adversely affect the neighborhood such as nonconforming land uses, heavy traffic, etc.?

PERIODIC REPORT

1. GENERAL INSPECTIONS

Item	Building Code	Plumbing Code	Electrical Code	Housing Code	Other
Number of permits issued under code					
Number of inspections made ¹					
Number of violation notices issued					
Number of violation notices satisfied					
Number of stop orders issued					
Number of certificates of completion issued					

¹ Count inspections on the following basis: one inspection is one visit by one inspector or property.

2. HOUSING CODE

	Number of Structures	Number of Dwelling Units
a. Inspected during past _____	_____	_____
b. (1) Found in non-compliance with housing code during past _____	_____	_____
(2) Non-compliance carryover from prior inspections	_____	_____
(3) Total requiring compliance actions b(1) plus b(2)	_____	_____
c. (1) Brought into compliance during most _____	_____	_____
(2) Razed or otherwise eliminated during past _____	_____	_____
(3) Total compliance actions completed c(1) plus c(2)	_____	_____
(4) Remaining in non-compliance at end of past _____ b(3) minus c(3)	_____	_____
d. Estimated number to be brought into compliance during _____	_____	_____

4.3 Relocation Record

In most communities there exists a great need for adequate housing data. Realizing this need, and the personnel, constraints present (especially in smaller communities) the number and value of forms should be evaluated carefully. A relocation record on the movement of families offers an invaluable data source within a relatively simple form. Not only does this record aid in a continuing evaluation of housing conditions, but will also offer a means of analyzing the multi-faceted aspects of neighborhood trends (see Form 4.3).

RELOCATION RECORD

FAMILY NAME

CAU

OTHER

CASE NO.

DATE OF INTERVIEW:

SITE ADDRESS:

APT. OR FLOOR NO.: _____

APPARENTLY ELIGIBLE FOR

Low-Rent Public Housing

Other Public Housing

1. FAMILY COMPOSITION

NAME	RELATIONSHIP	AGE	INCOME FROM EMPLOYMENT	OTHER INCOME	INCOME SOURCE	NAME & ADDRESS OF EMPLOYER
			\$	\$		
TOTALS			\$	\$		

2. FAMILY OF

U. S. CITIZEN

ALIEN

VETERAN

SERVICEMAN

3. TENURE OF FAMILY

OWNER

TENANT

SUB TENANT

4. RENT ON SITE

CONTRACT RENT \$ _____

UTILITIES \$ _____

GROSS RENT \$ _____

5. REHOUSING REQUIREMENTS

NO. OF BEDROOMS NEEDED _____

MAXIMUM MONTHLY RENT
OR PAYMENT \$ _____

6. REHOUSING PREFERENCES

RENT APARTMENT

RENT HOUSE

PURCHASE

Am't Available for

Down Payment \$ _____

PUBLIC HOUSING

GEOGRAPHICAL LOCATION:

7. SPECIAL RELOCATION PROBLEMS:

4.4 Prefabricated Housing

The growth in factory-built or prefabricated housing units necessitates yet another area of regulatory action. To insure both the community and the occupant against improper or faulty structures of this type, a set of legal and inspection forms (see Forms 4.4a-4.4d) are necessary.

Form 4.4a

Manufacturer

This is to certify that the factory-built housing unit and/or components described herein as _____

_____ (name, model number, and serial number or other specific delineation and description)

was manufactured by _____ (name and location of manufacturer)

during the month of _____, 19____, in full accordance and compliance with the Federal Housing Administration's "Structural Engineering Bulletin" number _____ or applicable FHA "Regional or Local Office Acceptance Agreement Letter" _____ (specify type of letter and date)

Compliance with Applicable
Standards Certified:

By: _____ (Manufacturer or Authorized Representative)

Date: _____, 197____

ACTUAL SIZE 8" X 5½" WHITE PAPER

**Federal Housing Administration
South Carolina State Director**

This is to certify that the standards for products and materials specified in the Federal Housing Administration's "Structural Engineering Bulletin" or "Acceptance Agreement Letter" cited in the above section, **Manufacturer**, are approved and accepted for use in factory-built housing, housing prototype, subsystems, and components by the Federal Housing Administration of the Department of Housing and Urban Development.

Accepted and Approved
pursuant to South Carolina
Act 1190, 56 Statutes at
Large 2578

By: _____
(State Federal Housing Administrator or Authorized Representative)

Date: _____, 197____

ACTUAL SIZE 8½" X 5½" WHITE PAPER

Building Official

This is to certify that I have been petitioned by the below-mentioned **Contractor-Builder-Erector** to permit the erection of the above-described factory-built housing unit or component at _____
(number and street address,

tax map and lot number, municipality and/or county)

I have determined that the lot complies with all applicable zoning, subdivision, health and development regulations and ordinances. I have examined the foundations and find that they were installed in a manner acceptable to the provisions of the building code in force. Therefore, I have granted the applicant Building Permit number _____, dated _____, 197____.

I certify that the above-described factory-built housing unit has been erected according to all applicable zoning, subdivision, health and development regulations and ordinances. I have examined all required utility connections serving the structure and certify that they were made in a satisfactory manner. I have made a Foundation and Final Inspection of the structure and, it appears to have been erected in a satisfactory manner. Therefore, I am granting the applicant a Certificate of Occupancy, numbered _____ and dated _____, 19____.

Inspection Certification

By: _____
(Building Official or Authorized Representative)

Political Entity: _____

ACTUAL SIZE 8½" X 7½" WHITE PAPER

Contractor-Builder-Erector

This is to certify that I have erected the above-specified factory-built housing unit in accordance to the specifications of the **Manufacturer**. I understand that I am responsible for the proper erection of the housing unit and guarantee such work for the period of one year from the date _____, 197____.

Construction Certification

By: _____
(Contractor-Builder-Erector or Authorized Representative)

Date: _____, 197____

ACTUAL SIZE 8½" X 5" WHITE PAPER

4.5 Junk Removal

The removal of wrecked and abandoned autos, along with other varieties of junk, falls within the jurisdiction of housing codes. The enforcement of such codes is of absolute necessity if a community is to maintain a safe, healthy and pleasant environment. A simple work requisition form (at least in duplicate so that a record may be made) will provide for the removal of the junk (see Form 4.5a). A sign should also be posted on the junk that is designated for removal (see Form 4.5b).

_____ COUNTY, S. C.
BUILDING INSPECTORS – JUNK AUTO DIVISION
WORK REQUISITION

FROM		DATE
TO		
Nature of Work Requested	<p>This form is used when junk cars must be moved by the county and billed to the land owner.</p>	
Origin of Request	<p>NAME ADDRESS TELEPHONE</p>	
D I S P O S I T I O N	<p>Section Below to Be Completed, Signed by Person Performing Work, and Returned to Office of Clerk</p>	
	<p>_____ SIGNATURE</p>	

ORIGINAL: To Building Inspector.

WHITE COPY: To Assistant Building Inspector

PINK COPY: To Contractor
 GREEN COPY: To Be Returned by Contractor

ACTUAL SIZE 8½" X 8½"

Form 4.5b

ACTUAL SIZE 8½" X 12" BUFF PAPER

**IN ACCORDANCE WITH _____
COUNTY ORDINANCE ON WRECKED
VEHICLES AND JUNK AS APPROVED
_____, 19___, THESE WRECKED VEHICLES
AND JUNK ARE SUBJECT TO SAID
ORDINANCE AND ARE TO BE MOVED
IN ACCORDANCE THEREWITH.**

**_____ COUNTY
ZONING ADMINISTRATOR**

FOOTNOTES

- 1 Institute for Training in Municipal Administration. **Principles and Practice of Urban Planning**. Edited by W. I. Goodman and E. C. Freund. International City Managers Association (Washington, D. C., 1968) p. 403.
- 2 Institute for Training in Municipal Administration, p. 443.
- 3 Southern Standard Building Code, p. 1-9 to 1-10.
- 4 Southern Standard Housing Code.

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