



West Pelzer

South Carolina

30 Main Street

West Pelzer, SC 29669

Phone: 864.947.6297

ppayton@westpelzer.com

www.westpelzer.com

Building Permit Application

Date: _____

Contractor/Applicant: _____

Address: _____

Phone: _____

Email: _____

Contractor's License #: _____

Expiration Date: _____

Type of License: Residential or Commercial GC

West Pelzer Town Business License has been acquired:

Telephone #: _____

Fax: _____

Owner: _____

Tax Map #: _____

Job Address: _____

City: _____ State: _____ Zip: _____

Subdivision: _____ Lot #: _____

Construction Information

Type: Residential or Commercial

Construction Value: _____

New: _____ Addition: _____ Renovation: _____ Roofing: _____ Upfit: _____

Circle One: Crawl Space or Slab

Occupancy: Residential ___ Mercantile ___ Business ___ Storage ___ Factory/Industrial ___

Hazardous ___ Assembly ___ Utility ___

Type of Construction: I A-B, II A-B, III A-B,
IV, V A-B

Total Area: _____

Floor Areas in Sq Feet:

Heated/Living: _____

Garage: _____

(Application continues on back)

CONSTRUCTION VALUATION

(Building permit valuation shall include the total value of the work including all material and labor)

1. Building and Site Preparation = _____
2. Electrical = _____
3. Mechanical = _____
4. Plumbing = _____
5. Other = _____

Total Valuation = _____

(Total Valuation includes numbers 1 through 5 above)

Give detailed description of work being completed:

Proof of Contractor eligibility is required at time of application (i.e. copy of contractor's license and business license.)

This is an application. You must have a permit prior to beginning construction. If construction begins prior to obtaining a permit, your **permit fee will be double.**

Electrical Permit Application

Date: _____

Plumbing Contractor/Applicant: _____

Address: _____

Phone: _____ **Email:** _____

Contractor's License #: _____ **Expiration Date:** _____

Type of License: Residential or Commercial GC

West Pelzer Town Business License has been acquired:

Type: Residential or Commercial **Temporary Power Pole:** Yes or No

New Service: Amperage of Main Service: _____ **Number of Circuits:** _____

Service Charge: Number of Amps: _____ **Number of Circuits:** _____

Low Voltage: Fire Alarms: _____ **Burglar Alarms:** _____ **Phone/Computer Systems:** _____

Mechanical Permit Application

Mechanical Contractor/Applicant: _____

Address: _____

Phone: _____ **Email:** _____

Contractor's License #: _____ **Expiration Date:** _____

Type of License: Residential or Commercial GC

West Pelzer Town Business License has been acquired:

Furnace: _____ **BTUs:** _____

A/C Equipment (Tons per unit): _____ **Water Heaters:** _____

Refrigeration/Walk-in Coolers, Freezers (tons per unit): _____

Boiler Furnaces/Gas Piping (new/repairing): _____

Gas Log Install: _____

Common Kitchen Equipment (range hood, exhaust system): _____

Plumbing Permit Application

Date: _____
Plumbing Contractor/Applicant: _____
Address: _____
Phone: _____ Email: _____
Contractor's License #: _____ Expiration Date: _____
West Pelzer Town Business License has been acquired:

Number of Trapped Fixtures: _____ Number of Unprotected Fixtures: _____
Water Heater/Vents: _____ Gas Water Heaters: _____
Sewers: _____ Gas Piping: _____ Lawn Sprinkler Systems: _____
Vacuum Breakers/Backflow Protection Devices: _____
Alteration of Drainage or Vent Piping: _____

Proof of Contractor eligibility is required at time of application (i.e. copy of contractor's license and business license.) This is an application. You must have a permit prior to beginning construction. If construction begins prior to obtaining a permit, **your permit fee will be double.**

Email completed Business License and Permit application to ppayton@westpelzer.com

Some Important Things to Remember About Contractors Working in West Pelzer

- Most home repair work requires a building permit
- ALL contractors working in the Town of West Pelzer must have a town business license
- Work over a certain value will require the contractor to be registered with the state. You can check the contractor at the Department of Labor, Licensing, and Regulation by calling 1-803-896-4300 or by checking their website <https://www.llr.state.sc.us/index.asp>
- The building permit and town license process ensures that homeowners have a less likely chance of being scammed by contractors.

If there is ever any doubt, please contact the Town of West Pelzer at 864.947.6297 or email

ppayton@westpelzer.com

Business License Application

Resident:

Non-Resident:

Contractor:

Date: _____

Business/Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

FEI: _____ SS#: _____

Contact Person: _____ Title: _____

Type of Work: _____

I do solemnly swear that the gross sales, receipts, premiums derived from said business for _____ months for last year amounted to \$_____

Total license fee according to fee schedule: \$ _____

APPLICATION MUST BE FILLED OUT COMPLETELY AND ACCURATELY BEFORE A LICENSE CAN BE ISSUED.

TOWN OF WEST PELZER

BUSINESS LICENSE FEE SCHEDULE

License Year May 31 – May 31

- A. **Resident Business:** having permanent place of business within the Town. License is valid for the license year during which it is applied for.
 - Minimum of first \$2,000 gross income \$100.00
 - Per \$1,000 or fraction over \$2,000 gross income \$1.00

- B. **Non-Resident Business:** no permanent place of business within the Town. License is valid for the job in which is it applied for. Additional work inside the Town limits will require an additional license, however non-resident businesses will only pay ONE minimum per license year.
 - Minimum on first \$2,000 gross income \$100.00
 - Per \$1,000 or fraction over \$2,000 gross income \$1.00

Applications must be filled out completely and accurately and all fees paid in full before a license can be issued. Licenses are not transferable. Licenses are revocable at the will of Council.