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## Town of Lexington Single Family Dwelling Guide

Effective January 1, 2017, the Town of Lexington implemented a new procedure for obtaining a Single Family Dwelling Permit. The documents to be submitted electronically are as follows:

1. Single Family Dwelling Permit Application
2. One set of construction drawings, with specs and details of desired dwelling to be reviewed for code compliance.
3. Plot plan showing setbacks, driveway location, size and location of new construction and existing structures on the site with distance from the lot lines. Also, on the same or separate plot plan, lines showing storm water drainage.
4. Contractor Affidavit Form & sub-contractor verification form. The contractor affidavit form states that you will hire only licensed & insured sub-contractors and must be submitted along with their license/registration number and contact phone number. If sub-contractors are unknown at that time, please inform permit tech as to when this information will be made available. A Certificate of Occupancy will not be issued without this document.
5. If property is located in a flood plain, a copy of the FEMA Elevation Certificate or, if house is well out of the floodplain, a foundation survey showing the footprint of the structure relative to the floodplain.
6. Completed Erosion Protection & Sediment Control Application
7. Business license application (If business doesn't already have one with the Town of Lexington)

All plans and applications are to be emailed to Tori Bassett [tbassett@lexsc.com](mailto:tbassett@lexsc.com) for approval. Please submit no more than 3 separate files for one SFD. And no more than 5 SFDs can be submitted at one time. Review of SFD application can take up to 1 business week to be approved. Time may vary depending if more information or revisions are necessary. Once plans have been approved, you will be notified and a total for the Permit(s) will be given at that time.

No work may be started prior to approval and posting of Permit Card. If work is done before plans have been approved and payment received, you may be subject to fines, per town ordinances.

Any Changes made during construction that not in compliance with the approved construction plans shall be resubmitted for approval as an amended set of construction documents.

If you have any questions please contact:

Tori Bassett, Customer Service/Permit Technician at (803)356-5938

Charly Thomas, Building Official at (803)951-4666 [cthomas@lexsc.com](mailto:cthomas@lexsc.com)



**SINGLE-FAMILY DWELLINGS & MANUFACTURED HOMES**

Permit #: \_\_\_\_\_

**APPLICANT INFORMATION**

Date: _____	S.C. LLR license #: _____	Expiration Date: _____
Name of person applying for permit: _____		Email: _____
Business Name (if applicable): _____		
Address: _____		Phone #: _____
Name of person picking up permit: _____		

**PROJECT INFORMATION**

Address of residence: \_\_\_\_\_ Lot or parcel number: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Is this parcel or tract of land restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity for which you are seeking a permit?  Yes  No

Number of parking spaces: Indoor (garage) spaces \_\_\_\_\_ Off-street spaces: \_\_\_\_\_

Information about residence:

Number of floors	Number of full bathrooms	Number of partial bathrooms	Number of Bedrooms	Total number of rooms

Square feet of the structures footprint:

First floor heated	Porch #1	Porch #2	Deck	Garage	Total

Total square feet of all floors: \_\_\_\_\_

Square feet of bonus room: \_\_\_\_\_ is bonus room finished or unfinished?  Finished  Unfinished

Square feet of basement: \_\_\_\_\_ is basement finished of unfinished?  Finished  Unfinished

Square feet of accessory structure (if any): \_\_\_\_\_ Type of accessory: \_\_\_\_\_

What is the power source for heat:     Gas                       Electric

Sewer tap certificate #: \_\_\_\_\_

Land Cost: \_\_\_\_\_ Construction cost: \_\_\_\_\_

Estimated completion date of work: \_\_\_\_\_

Please complete and return to the Town of Lexington’s Department of Planning, Building & Technology.  
 Email Plans and applications to Tori Bassett at [tbassett@lexsc.com](mailto:tbassett@lexsc.com)  
 Please call (803) 356-5938 with any questions.



**SUB-CONTRACTOR VERIFICATION FORM**

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Electrical Contractor – Business Name & LLR License Number Phone Number

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Plumbing Contractor – Business Name & LLR License Number Phone Number

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HVAC/Other Mechanical Contractor - Business Name & LLR License Number Phone Number

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Roofing Contractor – Business Name & LLR License Number Phone Number

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All other building contractors – Business Name & LLR License Number Phone Number



## **CONTRACTOR AFFIDAVIT FORM**

I understand that it is my responsibility, as the Licensed General Contractor for construction in the Town of Lexington, to hire only licensed & insured sub-contractors.

The attached sub-contractor verification form includes the names of sub-contractors who will be working on this property & permit. They are insured and licensed or registered with the State of South Carolina Department of Labor, Licensing and Regulation.

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

Licensed Contractor's Company Name \_\_\_\_\_

\_\_\_\_\_  
Licensed Contractor's Signature

\_\_\_\_\_  
Printed Name



**RESIDENTIAL BUILDING  
EROSION PROTECTION & SEDIMENT CONTROL APPLICATION**

**Applicant Information**

CONTACT NAME: _____
COMPANY NAME: _____
COMPANY ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE: _____
PHONE: _____ FAX: _____
E-MAIL: _____
SIGNATURE: _____ DATE: _____

**Property Information**

TAX MAP # (TMS): _____
LOT NUMBER(S): _____
ADDRESS(S): _____
SUBDIVISION/PHASE: _____
TOTAL ACRES: _____ DISTURBED ACRES: _____

**NOTE: OBTAINING A DHEC PERMIT MAY TAKE UP TO 7-10 BUSINESS DAYS.**

**NOTE: Falsifying information on this form will result in your permit being suspended.**

**NOTE: Projects developed prior to 1992 are not required to get coverage from SCDHEC.**

Primary Permittee: This person is typically the owner or developer of the project or a portion of the project.

Secondary Permittee: This person is typically an individual lot owner or residential builder.

Co-Permittee: This person is typically an individual lot owner, residential builder, or contractor, who has signed an agreement with the owner or developer of a project or portion of the project to be allowed to work under the owner or developer's original permit.

1. **Is the lot(s) part of a larger common development (subdivision):**  Yes  No (proceed to question 2)  
If **yes**, are you the Primary Permittee, Secondary Permittee, or Co-Permittee prior to January 1, 2013?

Primary  Secondary  Co-Permittee prior to January 1, 2013

A. If you are the Primary Permittee:

- i. Will you be following the lot grading plan as approved in the original submittal?  Yes  No

- If yes, sign the certification below.

*I certify that I am the Primary Permittee in possession of the original approved permit. I will be following the lot grading plan as approved in the original submittal, in which lot grading was included:*

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

- If no or if the original approved submittal did not provide lot grading, you must submit a completed Individual Lot NOI and a lot grading plan to the Public Works Stormwater Division for approval. Permit review fees for Lexington County are listed on the fee schedule and are applicable to more than one lot. The NPDES approval letter from SCDHEC is to be supplied to Lexington County Building Department to obtain a building permit.

B. If you are a Secondary Permittee:

- i. Will you be following the Primary Permittee's lot grading plan as approved in the original submittal?  Yes  No

- If yes, you must submit a completed Individual Lot NOI with a copy of the grading plan being used to the Public Works Stormwater Division. The NPDES approval letter from SCDHEC is to be supplied to Lexington County Building Department to obtain a building permit.
- If no or if the original approved submittal did not provide lot grading, you must submit a completed Individual Lot NOI and lot grading plan to the Public Works Stormwater Division for approval. Permit review fees for Lexington County are listed on the fee schedule. The NPDES approval letter from SCDHEC is to be supplied to Lexington County Building Department to obtain a building permit.

C. If there is an existing co-permittee agreement enacted prior to January 1, 2013:

- i. Will you be following the Permittee's lot grading plan as approved in the original submittal?  Yes  No

- If yes, you must submit a copy of the co-permittee agreement on the developer's letterhead with a copy of the grading plan being used to the Public Works Stormwater Division. Lexington County approval to be supplied to Lexington County Building Department to obtain a building permit.
- If no or if the original approved submittal did not provide lot grading, you must submit a copy of the co-permittee agreement on the developer's letterhead and lot grading plan to the Public Works Stormwater Division for approval. Permit review fees for Lexington County are listed on the fee schedule. Lexington County approval to be supplied to Lexington County Building Department to obtain a building permit.

D. If the primary permittee is willing to allow the individual lot owner/residential homebuilder to work under his permit and is willing to take responsibility for the individual lot owner/residential homebuilder's work on the site, you must submit a letter stating this intention on the developer's letterhead to the Public Works Stormwater Division in place of the Individual Lot NOI in the scenarios above.

Projects permitted prior to September 1, 2007 that were located within a municipality (a city or town within Lexington County) will be required to receive NPDES coverage directly from SCDHEC.

A copy of the Individual Lot NOI can be found at <http://www.scdhec.gov/environment/water/swater/applications.htm>. The SCDHEC Permit Fee associated with the Individual Lot NOI is \$125.

2. **If the lot(s) is not part of a larger common development (subdivision), are you disturbing (grading, stumping, filling) greater than one (1) acre?**  
 yes  no (proceed to question 3)

If yes, you must apply for a Small Residential Land Disturbance Permit. A complete Residential Building Erosion Protection & Sedimentation Control Application as well as a sketch plan must be submitted to the Public Works Stormwater Division to obtain a Small Residential Land Disturbance Permit. Permit review fees are listed on the fee schedule. Lexington County approval letter to be supplied prior to building permit approval.

3. **If the lot(s) is not part of a larger common development and disturbance is less than 1 acre or if the lot(s) is part of a larger common development that was permitted before 1992, you must sign the certification below.**

*I certify under penalty of law that I understand and will implement the County's erosion protection and sediment control (EPSC) requirements specified in the attached document. I will ensure that the EPSC measures are maintained. I further certify that Lexington County inspectors may enter the property as necessary to ensure compliance with all related requirements.*

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

(Signature for section 3 only)