



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. If this is for an individual lot build please be sure contact Matt Roland at Lexington County for approval or lot to lot drainage plan to submit as well. Contact Lexington County at (803)785-8121
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)
8. A copy of the signed contract showing the total sales price for the home. If this is a "spec" home, please provide the target sales price.

All plans and applications are to be emailed to permits@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:

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

Brent Hawkins, Building Official at (803)951-4650 bhawkins@lexsc.com