

Do I need a Permit for that?

Here are a few types of permits often pulled this time of the year. More info at [Trade Permits](#) and [Residential Building Permits](#) or contact the Permit Application Center at 803-329-5698 with questions.

Mechanical permit for HVAC change out, replacement, or repairs (plan review 3-5 business days).

Requirements for permit:

- Detailed description of work being performed.
- Seer rating.
- Size of old unit.
- Size of new unit.
- Manual J and S calculations required when replacing or installing new equipment.
- Manual D calculations required when replacing or installing new ductwork other than branch lines and returns.
- Copy of a contract that lists the complete scope of work and total contract amount.
- A final mechanical inspection must be scheduled to complete or close out the permit.

Plumbing Permit (Hot water heaters, Water/Sewer Lines, Pipe repairs/replacements)

Requirements for permit:

- Detailed description of work being performed.
- Advise if you are replacing a water or sewer line. If so, do you need the city to replace the old tap?
- Copy of a contract that lists the complete scope of work and total contract amount.
- A final plumbing inspection must be scheduled to complete or close out the permit.

Roofing Permit

Requirements for permit:

- Detailed description of work being performed.
- Square footage of the roof.
- Number of squares being replaced.
- Copy of a contract that lists the complete scope of work and total contract amount.
- A final building inspection must be scheduled to complete or close out the permit.

Online Permitting

Building plans and applications are required to be submitted online through our online permit portal. Visit [Online Services](#)

[Contractor Licensing Requirements](#)