

City of Chester Building Department Permit and Inspection procedure guide



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Table of Content:

Definitions -----	3
I. Commercial Permits -----	5
New Commercial Construction or Addition -----	5
Existing Commercial Structures -----	6
Commercial Inspections -----	7
Commercial Certificate of Occupancy (C/O) -----	9
II. Residential Permits -----	11
New Residential Construction or Addition -----	12
Existing Residential Structures -----	12
Residential Inspections -----	12
Residential Certificate of Occupancy (C/O) -----	14
III. Modular Home Permits -----	15
IV. Manufactured Home Permits -----	15
Appendix 1 – Commercial Permits Required -----	17
Appendix 2 – Residential Permits Required -----	19
Appendix 3 – Construction Document (Plan) Requirements -----	23
Commercial Plans -----	23
Residential Plans -----	25
Appendix 4 – Manufactured Home Setup -----	27
Appendix 5 – Building Board of Appeals -----	31
Appendix 6 – City Ordinance (Chapter 8) -----	35
Appendix 7 – Current Adopted Codes -----	37
Appendix 8 – City of Chester Permit Fee Schedule -----	39
Appendix 9 – City of Chester Special Inspection Procedures (IBC 17) -----	43
Appendix 10 – City of Chester Sign Permit -----	57

Definitions:

1. Commercial Permit – Buildings or structures that fall under the scope of the International Building Code (IBC) as currently adopted by SC. (See [Appendix 1 “Commercial Permits Required”](#))
2. Manufactured Home - A structure, transportable in one or more sections, which in the traveling mode is 8 body feet (2438 body mm) or more in width or 40 body feet (12 192 body mm) or more in length, or, when erected on site, is 320 square feet (30 m²) or more, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air-conditioning and electrical systems contained therein; except that such term shall include any structure that meets all the requirements of this paragraph except the size requirements and with respect to which the manufacturer voluntarily files a certification required by the secretary (HUD) and complies with the standards established under this title. For mobile homes built prior to June 15, 1976, a label certifying compliance to the Standard for Mobile Homes, NFPA 501, in effect at the time of manufacture is required. For the purpose of these provisions, a mobile home shall be considered a manufactured home.
3. Modular Unit - Means any building of closed construction, regardless of type of construction or occupancy classification, other than a mobile or manufactured home, constructed off-site in accordance with the applicable codes, and transported to the point of use for installation or erection. (see SC Law Title 23 Chapter 43)
4. Residential Permit – Detached one and two-family dwellings and multiple single-family dwellings (townhouses) not more than three (3) stories that fall under the scope of the International Residential Code (IRC) as currently adopted by SC. (See [Appendix 2 “Residential Permits Required”](#))

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I. Obtaining Commercial Permits:

A) New Commercial Construction and Additions:

- 1) Verify zoning, Historic Commission, and Flood Plain compliance requirements for project.
 - (a) **Site Plan Review**-For zoning approval and plan review
 - (1) Flood Plain
 - (2) Three sets of site plans to standard engineers scale
 - (3) Show building height, distance between main buildings, location of property lines, setbacks, abutting rights of way, parking layout, handicapped parking and ramps, entrances to site, curbs, fire hydrants, location of fire department connections, fire lanes and landscaping details with lighting and paved areas.
 - (4) Show vicinity sketch of surrounding contiguous zoning districts
 - (5) Provide (1) copy of recorded plat
 - (6) Show all fire hydrants within 500 feet of the building
- 2) Development Permit – See current zoning requirements and [Appendix 8 “City of Chester Permit Fee Schedule”](#)
- 3) Obtain correct E911 Address from Chester County Building and Zoning located at 1476 J A Cochran By-Pass, Chester, SC 29706. (803-581-0942)
- 4) Grading – Contact SC Department of Health and Environmental Control (DHEC) and verify compliance with DHEC regulations. (803-285-7461)
 - (a) Grading is defined as any operation or occurrence by which the existing site elevations are changed; or where any ground cover, natural or man- made, is removed; or any watercourse or body of water, either natural or man- made, is relocated on any site, thereby creating an unprotected area. This includes stripping, cutting, filling, stockpiling, or any combination thereof, and shall apply to the land in its cut or filled condition.
- 5) Chester Metropolitan Water District (803-385-5123)
 - a) proof of water and sewer or DHEC permit for well and septic tank
- 6) Encroachment Permit from Department of Transportation (803-377-4155)
- 7) Submit completed City of Chester permit application (**SC General Contractor with current SC License will need to apply per SC State Law**).

- 8) **Construction Plans:** Provide three (3) sets of plans to standard architect scale: (see site plan info also required above)
 - (a) Sealed by SC duly registered Architect or Engineer as required by SC 40-3 or SC 40-22. (Required if structure is or will be more than three (3) stories as defined by the IBC, or occupies more than 5,000 sf, or the structure is or will be used for assembly, educational, hazardous, or institutional purposes.)
 - (1) **Please note** that Sprinkler plans will need to be approved by the SC Office of State Fire Marshal per SC Law.
 - (b) Contain full code summary of specific information required by the IBC. (See Appendix 3 [“Construction Document Requirements”](#))
 - (c) SC Sediment and Erosion Control Permit
 - (d) NPDES Storm Water Construction Permit
 - (e) IBC Chapter 17 “Statement of applicability” and Statement of Special Inspections. See Appendix 9 [“City of Chester Special Inspection Procedures \(IBC 17\)”](#)
- 9) Contractor will need to have the following information:
 - (a) Cost of project
 - (b) Size of project
 - (c) Use of structure
 - (d) List of sub-contractors (note that city business license will be needed)
 - (e) Contractor number
- 10) Plan review fee of one half (1/2) of the permit fee will be required (see Appendix 8 [“City of Chester Permit Fee Schedule”](#)).
- 11) Once the plans are approved a Construction permit may be issued (see Appendix 8 [“City of Chester Permit Fee Schedule”](#)).
- B) **Existing Commercial Structures:** (See Appendix 1 [“Commercial Permits Required”](#))
 - 1) Contact The City of Chester Building Department to arrange a pre-meeting for the following within the City:
 - (a) Before remodeling or changing use of space in current business or industry
 - (b) Before occupying vacant structure or space in structure
 - (c) Before opening new business
 - 2) Procedures cited in Section A) above will be required as applicable based on:
 - (a) Construction type
 - (b) Fire Protection requirements
 - (c) Barrier free design requirements
 - (d) Occupancy requirements per use
 - (1) **By following the guidelines above before buying or leasing a structure, you will be advised of code requirements that could save you unknown time and costs.**
 - 3) Apply for permit based on discipline work planned per Appendix 1.
 - 4) Plans will be required based on the nature of the work applied for and what is needed to verify compliance with the adopted codes.

- 5) Permits for work more than \$5,000 require SC General Contractor with current SC License to apply.
- 6) See Appendix 8 [“City of Chester Permit Fee Schedule”](#)
- 7) Permits may be issued same day for work not requiring plans and for repairs. If plans are required, permit may be issued after plans are approved.
- 8) Demolition: **Provide copy of DHEC permit when applying for City of Chester permit.**
(Note: performance bond requirement for projects over 5,000 sf. per City Code C-2-604.9.)
 - (a) **Asbestos:** Before commencing demolition, you should contact James Hinkle (803)898-7586 with South Carolina DHEC, Asbestos Office to determine whether or not you are required to obtain a permit from their office. There is a process for having a licensed asbestos inspector view the site, etc., and this will be explained by SC DHEC, if required. A link to the SC DHEC home page can be found at <http://www.scdhec.net>. This site also has some very useful information regarding asbestos inspection and landfill requirements.
 - (b) **Lead Paint:** If test for lead is positive, the Generator of the waste is responsible for proper disposal. For information, contact Director of SC DHEC Solid Waste at (803)898-1358. This office deals specifically with lead paint issues, such as disposal. Additional information on lead paint can also be found at the following website: <http://www.scdhec.gov/lwm/forms/pbfact4.pdf>.

C) Commercial Inspections:

Inspection requests. It shall be the **duty of the holder of the building permit** or their duly authorized agent to notify the City of Chester **one business day** before work is ready for inspection. It shall be the duty of the permit holder to provide access to and means for inspections of such work that are required by the code.

The building permit or copy shall be kept on the site of the work until the completion of the project.

Approval required. Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the City. The City of Chester, upon notification, shall notify inspector make the requested inspections and shall provide report either indicating the portion of the construction that is satisfactory as completed, or indicating to the permit holder or his or her agent wherein the same fails to comply with adopted codes, laws, or ordinances. Any portions that do not comply shall be corrected and such portion shall not be covered or concealed until authorized by the City Inspector.

General. Construction or work for which a permit is required shall be subject to inspection by the City Inspector and such construction or work shall remain accessible and exposed for inspection purposes until approved. Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction. Inspections presuming to give authority to violate or cancel the provisions of this code or of other ordinances of the City of Chester shall not be valid. It shall be the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes. Neither the building official nor the City of Chester shall be

liable for expense entailed in the removal or replacement of any material required to allow inspection.

Required Inspections: Based on International Building Code (2012)

Please note that testing and or acceptance testing for other disciplines such as Plumbing, Gas, Mechanical, Fire Protection, etc.. will need to be conducted and witnessed by City Inspector according to the appropriate code or standard.

1. **Footing and foundation inspection.** Footing and foundation inspections shall be made after excavations for footings are complete and any required reinforcing steel is in place. For concrete foundations, any required forms shall be in place prior to inspection. Materials for the foundation shall be on the job, except where concrete is ready mixed in accordance with ASTM C 94, the concrete need not be on the job.
2. **Concrete slab and under-floor inspection.** Concrete slab and under-floor inspections shall be made after in-slab or under-floor reinforcing steel and building service equipment, conduit, piping accessories and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the subfloor.
3. **Lowest floor elevation.** In flood hazard areas, upon placement of the lowest floor, including the basement, and prior to further vertical construction, the elevation certification required in Section 1612.5 shall be submitted to the building official.
4. **Frame inspection.** Framing inspections shall be made after the roof deck or sheathing, all framing, fireblocking and bracing are in place and pipes, chimneys and vents to be concealed are complete and the rough electrical, plumbing, heating wires, pipes and ducts are approved.
5. **Lath and gypsum board inspection.** Lath and gypsum board inspections shall be made after lathing and gypsum board, interior and exterior, is in place, but before any plastering is applied or gypsum board joints and fasteners are taped and finished.
6. **Exception:** Gypsum board that is not part of a fire-resistance-rated assembly or a shear assembly.
7. **Fire- and smoke-resistant penetrations.** Protection of joints and penetrations in fire-resistance-rated assemblies, smoke barriers and smoke partitions shall not be concealed from view until inspected and approved.
8. **Energy efficiency inspections.** Inspections shall be made to determine compliance with Chapter 13 and shall include, but not be limited to,

inspections for: envelope insulation R- and U-values, fenestration U-value, duct system Rvalue, and HVAC and water-heating equipment efficiency.

9. **Other inspections.** In addition to the inspections specified in Sections 110.3.1 through 110.3.7, the building official is authorized to make or require other inspections of any construction work to ascertain compliance with the provisions of this code and other laws that are enforced by the department of building safety.
10. **Special inspections.** For *special inspections*, see Appendix 6 [“City of Chester Special Inspection Procedures \(IBC 17\)”](#)

D) **Certificate of Occupancy (C/O)**

Use and occupancy. No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the building official has issued a certificate of occupancy therefor as provided IBC. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the City of Chester. Certificates presuming to give authority to violate or cancel the provisions of the IBC or other ordinances of the City of Chester shall not be valid.

Exceptions:

1. Certificates of occupancy are not required for work exempt from permits under IBC

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I. Obtaining Residential Permits:

A) New Residential Construction and Additions

- 1) Verify zoning, Historic Commission, and Flood Plain compliance for project.
 - (a) Site Plan Review-For zoning approval and plan review
 - (1) Flood Plain
 - (2) Two sets of site plans to standard engineers scale
 - (3) Show building height, distance between main buildings, location of property lines, setbacks, abutting rights of way, entrances to site
 - (4) Provide (1) copy of recorded plat
- 2) Chester Metropolitan Water District
 - (a) proof of water and sewer or DHEC permit for well and septic tank
- 3) Encroachment Permit from Department of Transportation
- 4) Obtain correct E911 Address from Chester County Building and Zoning located at 1476 J A Cochran By-Pass, Chester, SC 29706.
- 5) Provide completed City of Chester permit application (**SC General Contractor or Residential Contractor with current SC License will need to apply**). (If building your own home in accordance with SC 40-59-269, disclosure statement recorded at the Clerk of Court's office will be needed).
- 6) Provide two (2) sets of plans to standard Architect Scale: (see site plan info required above and Appendix 3 "[Construction Document Requirement](#)")
 - (a) Total square footage of porches, decks, garages, etc..
 - (b) Foundation Layout
 - (c) Front, rear and side elevation
 - (d) Floor framing layout
 - (e) Roof framing layout
 - (f) If in flood plan – Flood plan elevation survey and elevation certificate completed by a licensed surveyor or engineer.
 - (g) Electrical layout
 - (h) Plumbing layout
 - (i) Mechanical layout
 - (j) Energy Standard information
- 7) Contractor will need to have the following information:
 - (a) Cost of project
 - (b) Size of project
 - (c) List of sub-contractors (note that **city business license** will be needed)
 - (d) Contractor number
- 8) Plan review fee will be required for work over \$1,000 (see Appendix 8 "[City of Chester Permit Fee Schedule](#)").

- 9) Once the plans are approved a Construction permit may be issued (see Appendix 8 [“City of Chester Permit Fee Schedule”](#)).
- B) **Existing Residential Structures:** (See Appendix 2 [“Residential Permits required”](#))
- 1) Apply for permit based on discipline work is planned per Appendix 2.
 - 2) **Plans will be required based on the nature of the work applied for and what is needed to verify compliance with the adopted codes.**
 - 3) Permits for work cost of \$200 to \$5,000 require SC Residential Contractor with current SC License **or** current SC Specialty Contractors registration to apply. (If building your own home in accordance with SC 40-59-269, disclosure statement recorded at the Clerk of Court’s office will be needed).
 - 4) Permits for work cost of more than \$5,000 require SC Residential Contractor with current SC License **or** SC Specialty Contractors registration to apply. (If building your own home in accordance with SC 40-59-269, disclosure statement recorded at the Clerk of Court’s office will be needed).
 - 5) See Appendix 8 [“City of Chester Permit Fee Schedule”](#)
 - 6) Permits may be issued same day for work not requiring plans. If plans are required, permit may be issued after plans are approved.
 - 7) Demolition:
 - (a) **Asbestos:** Before commencing demolition, you should contact James Hinkle (803)898-7586 with South Carolina DHEC, Asbestos Office to determine whether or not you are required to obtain a permit from their office. There is a process for having a licensed asbestos inspector view the site, etc., and this will be explained by SC DHEC, if required. A link to the SC DHEC home page can be found at <http://www.scdhec.net>. This site also has some very useful information regarding asbestos inspection and landfill requirements.
 - (b) **Lead Paint:** If test for lead is positive, the Generator of the waste is responsible for proper disposal. For information, contact Director of SC DHEC Solid Waste at (803)898-1358. This office deals specifically with lead paint issues, such as disposal. Additional information on lead paint can also be found at the following website: <http://www.scdhec.gov/lwm/forms/pbfact4.pdf>.

C) **Residential Inspections:**

Inspection requests. It shall be the **duty of the holder of the building permit** or their duly authorized agent to notify the City of Chester **one business day** before work is ready for inspection. It shall be the duty of the permit holder to provide access to and means for inspections of such work that are required by the code.

The building permit or copy shall be kept on the site of the work until the completion of the project.

Approval required. Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the City. The City of Chester, upon notification, shall notify inspector make the requested inspections and shall

provide report either indicating the portion of the construction that is satisfactory as completed, or indicating to the permit holder or his or her agent wherein the same fails to comply with adopted codes, laws, or ordinances. Any portions that do not comply shall be corrected and such portion shall not be covered or concealed until authorized by the City Inspector.

Required Inspections: Based on International Residential Code (2012)

Please note that testing and or acceptance testing for other disciplines such as Plumbing, Gas, Mechanical, etc.; will need to be conducted and witnessed by Building Inspector according to the appropriate code section or standard.

1. **Foundation inspection.** Inspection of the foundation shall be made after poles or piers are set or trenches or basement areas are excavated and any required forms erected and any required reinforcing steel is in place and supported prior to the placing of concrete. The foundation inspection shall include excavations for thickened slabs intended for the support of bearing walls, partitions, structural supports, or equipment and special requirements for wood foundations.
2. **Floodplain inspections.** For construction in flood hazard areas as established by IRC Table R301.2(1), upon placement of the lowest floor, including basement, and prior to further vertical construction, the building official shall require submission of documentation, prepared and sealed by a registered design professional, of the elevation of the lowest floor, including basement, required in IRC Section R322.
3. **Plumbing, mechanical, gas and electrical systems inspection.** Rough inspection of plumbing, mechanical, gas and electrical systems shall be made prior to covering or concealment, before fixtures or appliances are set or installed, and prior to framing inspection.
 - a. **Exception:** Backfilling of ground-source heat pump loop systems tested in accordance with Section M2105.1 prior to inspection shall be permitted.
4. **Frame and masonry inspection.** Inspection of framing and masonry construction shall be made after roof, masonry, all framing, firestopping, draftstopping and bracing are in place and after the plumbing, mechanical and electrical rough inspections are approved.
5. **Other inspections.** In addition to the called inspections above, the building official may make or require any other inspections to ascertain compliance with this code and other laws enforced by the building official.
6. **Fire-resistance-rated construction inspection.** Where fire-resistance-rated construction is required between dwelling units or due to location on property, the building official shall require an inspection of such construction after all lathing

and/or wallboard is in place, but before any plaster is applied, or before wallboard joints and fasteners are taped and finished.

7. **Final inspection.** Final inspection shall be made after the permitted work is complete and prior to occupancy.
8. **Inspection agencies.** The building official is authorized to accept reports of approved agencies, provided such agencies satisfy the requirements as to qualifications and reliability.

D) Residential Certificate of Occupancy (C/O)

Use and occupancy. No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the building official has issued a certificate of occupancy therefor as provided IRC. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the City of Chester. Certificates presuming to give authority to violate or cancel the provisions of the IRC or other ordinances of the City of Chester shall not be valid.

Exceptions:

1. Certificates of occupancy are not required for work exempt from permits under IRC Section R105.2.
2. Accessory buildings or structures.

II. Modular Home Permit

Modular Home requirements

- 1) Zoning Compliance
- 2) 911 Address of property
- 3) Plat of property
- 4) Tax map number
- 5) Proof of water and sewer – perk test or proof from Water District
- 6) Current SC General or Residential contractor’s license
- 7) Copy of the Bill of Sale and a copy of floor and foundation plan
- 8) Square footage of Home, Porches, Decks, Garages, etc..
- 9) If in flood plain – Flood plain elevation survey and elevation certificate completed by a licensed surveyor or engineer.

Request inspections as applicable outlined for Residential Inspection

IV. Manufactured Home Permit

A) Manufactured Home Permit requirements

- 1) Zoning Compliance (note minimum 6/12 roof pitch and concrete or masonry underpinning requirement)
- 2) 911 Address of property
- 3) Plat of property
- 4) Tax map number
- 5) Proof of water and sewer – perk test or proof from Water District
- 6) Copy of Manufacture’s license
- 7) Copy of the Bill of Sale
- 8) Square footage of Home, Porches, Decks, Garages, etc..
- 10) If in flood plain – Flood plain elevation survey and elevation certificate completed by a licensed surveyor or engineer.

B) Moving Manufactured Home (Out of County)

- 1) 911 Address of property moving from
- 2) Copy of bill of sale or title
- 3) Copy of paid Tax Receipt

C) See Appendix 4 [“Manufactured Home Setup”](#)

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Appendix 1 - Commercial Permits Required

Based on IBC (2012) Section 105

Required. Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the *building official* and obtain the required *permit*.

Permits shall not be required for the following:

Building:

1. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area is not greater than 120 square feet (11 m²). **** see note**
2. Fences not over 7 feet (2134 mm) high.
3. Oil derricks.
4. Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or IIIA liquids.
5. Water tanks supported directly on grade if the capacity is not greater than 5,000 gallons (18 925 L) and the ratio of height to diameter or width is not greater than 2:1.
6. Sidewalks and driveways not more than 30 inches (762 mm) above adjacent grade, and not over any basement or *story* below and are not part of an *accessible route*.
7. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
8. Temporary motion picture, television and theater stage sets and scenery.
- 9. Prefabricated swimming pools accessory to a Group R-3 occupancy that are less than 24 inches (610 mm) deep, are not greater than 5,000 gallons (18 925 L) and are installed entirely above ground.**
10. Shade cloth structures constructed for nursery or agricultural purposes, not including service systems.
11. Swings and other playground equipment accessory to detached one- and two-family *dwelling*s.
12. Window awnings in Group R-3 and U occupancies, supported by an exterior wall that do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support.
13. Non-fixed and movable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches (1753mm) in height.

**** NOTE:** A City of Chester building permit is not required for accessory structures that do not exceed 120 ft.; however, approval (Zoning Official) is mandatory to ensure compliance with zoning regulations.

Electrical:

Repairs and maintenance: Minor repair work, including the replacement of lamps or the connection of *approved* portable electrical equipment to *approved* permanently installed receptacles.

Radio and television transmitting stations: The provisions of this code shall not apply to electrical equipment used for radio and television transmissions, but do apply to equipment and wiring for a power supply and the installations of towers and antennas.

Temporary testing systems: A *permit* shall not be required for the installation of any temporary system required for the testing or servicing of electrical equipment or apparatus.

Gas:

1. Portable heating appliance.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.

Mechanical:

1. Portable heating appliance.
2. Portable ventilation equipment.
3. Portable cooling unit.
4. Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
5. Replacement of any part that does not alter its approval or make it unsafe.
6. Portable evaporative cooler.
7. Self-contained refrigeration system containing 10 pounds (5 kg) or less of refrigerant and actuated by motors of 1 horsepower (746 W) or less.

Plumbing:

1. The stopping of leaks in drains, water, soil, waste or vent pipe, provided, however, that if any concealed trap, drain pipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a *permit* shall be obtained and inspection made as provided in this code.
2. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

Emergency repairs. Where equipment replacements and repairs must be performed in an emergency situation, the *permit* application must be submitted within the next working business day to the *building official*.

Repairs. Application or notice to the *building official* is not required for ordinary repairs to structures, replacement of lamps or the connection of *approved* portable electrical equipment to *approved* permanently installed receptacles. Such repairs shall not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or load-bearing support, or the removal or change of any required *means of egress*, or rearrangement of parts of a structure affecting the egress requirements; nor shall ordinary repairs include *addition* to, *alteration* of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring or mechanical or other work affecting public health or general safety.

Public service agencies. A *permit* shall not be required for the installation, *alteration* or repair of generation, transmission, distribution or metering or other related equipment that is under the ownership and control of public service agencies by established right.

[Click here to return to Table of Contents](#)

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Appendix 2 - Residential Permits Required

Based on IRC (2012) Section R105

Required. Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the *building official* and obtain the required *permit*.

Work exempt from permit. *Permits* shall not be required for the following. Exemption from *permit* requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this *jurisdiction*.

Building:

1. One-story detached *accessory structures* used as tool and storage sheds, playhouses and similar uses, provided the floor area **does not exceed 200 square feet** (18.58 m²). **** see note**
2. Fences not over 7 feet (2134 mm) high.
3. Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
4. Water tanks supported directly upon *grade* if the capacity does not exceed 5,000 gallons (18 927 L) and the ratio of height to diameter or width does not exceed 2 to 1.
5. Sidewalks and driveways.
6. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
7. **Prefabricated swimming pools that are less than 24 inches** (610 mm) deep.
8. Swings and other playground equipment.
9. Window awnings supported by an exterior wall which do not project more than 54 inches (1372mm) from the exterior wall and do not require additional support.
10. Decks not exceeding 200 square feet (18.58 m²) in area, that are not more than 30 inches (762 mm) above *grade* at any point, are not attached to a *dwelling* and do not serve the exit door required by Section R311.4.

**** NOTE:** A City of Chester building permit is not required for accessory structures that do not exceed 200 ft.; however, approval (Zoning Official) is mandatory to ensure compliance with zoning regulations.

Electrical:

1. *Listed* cord-and-plug connected temporary decorative lighting.
2. Re-installation of attachment plug receptacles but not the outlets therefor.
3. Replacement of branch circuit overcurrent devices of the required capacity in the same location.
4. Electrical wiring, devices, *appliances*, apparatus or *equipment* operating at less than 25 volts and not capable of supplying more than 50 watts of energy.
5. Minor repair work, including the replacement of lamps or the connection of *approved* portable electrical *equipment* to *approved* permanently installed receptacles.

Gas:

1. Portable heating, cooking or clothes drying *appliances*.
2. Replacement of any minor part that does not alter approval of *equipment* or make such *equipment* unsafe.
3. Portable-fuel-cell *appliances* that are not connected to a fixed piping system and are not interconnected to a power grid.

Mechanical:

1. Portable heating *appliances*.
2. Portable ventilation *appliances*.
3. Portable cooling units.
4. Steam, hot- or chilled-water piping within any heating or cooling *equipment* regulated by this code.
5. Replacement of any minor part that does not alter approval of *equipment* or make such *equipment* unsafe.
6. Portable evaporative coolers.
7. Self-contained refrigeration systems containing 10 pounds (4.54 kg) or less of refrigerant or that are actuated by motors of 1 horsepower (746 W) or less.
8. Portable-fuel-cell *appliances* that are not connected to a fixed piping system and are not interconnected to a power grid.

Plumbing:

1. The stopping of leaks in drains, water, soil, waste or vent pipe; provided, however, that if any concealed trap, drainpipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a *permit* shall be obtained and inspection made as provided in this code.
2. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

Emergency repairs. Where *equipment* replacements and repairs must be performed in an emergency situation, the *permit* application shall be submitted within the next working business day to the *building official*.

Repairs. Application or notice to the *building official* is not required for ordinary repairs to structures, replacement of lamps or the connection of *approved* portable electrical *equipment* to *approved* permanently installed receptacles. Such repairs shall not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or load-bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; nor shall ordinary repairs include *addition* to, *alteration* of, replacement or relocation of any water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring or mechanical or other work affecting public health or general safety.

Owner exemption. Any dwelling owner performing maintenance work on his own property, such as replacement of shingles, guttering, shutters, painting or other minor repairs shall not require a permit; provided that the total cost does not exceed \$1,000.00. However, if the

September, 2015

homeowner desires the inspection services of the City building and zoning department, these services will be provided as requested per permit fee schedule

Permits for replacement. The replacement of wood or masonry is considered structural and shall require permits.

Public service agencies. A *permit* shall not be required for the installation, alteration or repair of generation, transmission, distribution, metering or other related *equipment* that is under the ownership and control of public service agencies by established right.

[Click here to return to Table of Contents](#)

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Appendix 3 – Construction Document (Plans) Requirements

Commercial Buildings (based on IBC (2012) Section 107

Plans need to be sealed by duly registered Architect or Engineer by SC as required by SC 40-3 or SC 40-22. (Required if structure is or will be more than three (3) stories as defined by the IBC, or occupies more than 5,000 sf, or the structure is or will be used for assembly, educational, hazardous, or institutional purposes.)

Information on construction documents. Construction documents shall be dimensioned and drawn upon suitable material. Electronic media documents are permitted to be submitted when approved by the building official. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the building official.

Fire protection system shop drawings. (See Fire Alarm below) Shop drawings for the fire protection system(s) shall be submitted to indicate conformance to this code and the construction documents and shall be approved prior to the start of system installation. Shop drawings shall contain all information as required by the referenced installation standards in Chapter 9. **Note that Sprinkler plans are required to be submitted to the SC Office of State Fire Marshal for approval per State Law.**

Means of egress. The construction documents shall show in sufficient detail the location, construction, size and character of all portions of the means of egress including the path of the exit discharge to the public way in compliance with the provisions of this code. In other than occupancies in Groups R-2, R-3, and I-1, the construction documents shall designate the number of occupants to be accommodated on every floor, and in all rooms and spaces.

Exterior wall envelope. Construction documents for all buildings shall describe the exterior wall envelope in sufficient detail to determine compliance with this code. The construction documents shall provide details of the exterior wall envelope as required, including flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves or parapets, means of drainage, water-resistive membrane and details around openings.

The construction documents shall include manufacturer's installation instructions that provide supporting documentation that the proposed penetration and opening details described in the construction documents maintain the weather resistance of the exterior wall envelope. The supporting documentation shall fully describe the exterior wall system which was tested, where applicable, as well as the test procedure used.

Additional information shall include:

Electrical, Gas, Mechanical, Plumbing and Accessibility to verify compliance with adopted codes and standards.

Site plan. The construction documents submitted with the application for permit shall be accompanied by a site plan showing to scale the size and location of new construction and existing structures on the site, distances from lot lines, the established street grades and the proposed finished grades and, as applicable, flood hazard areas, floodways, and design flood elevations; and it shall be drawn in accordance with an accurate boundary line survey. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot. The building official is authorized to waive or modify the requirement for a site plan when the application for permit is for alteration or repair or when otherwise warranted.

Design flood elevations. Where design flood elevations are not specified, they shall be established in accordance with Section 1612.3.1.

Fire alarm shop drawings. Shop drawings for fire alarm systems shall be submitted for review and approval prior to system installation, and shall include, but not be limited to, all of the following:

1. A floor plan that indicates the use of all rooms.
2. Locations of alarm-initiating devices.
3. Locations of alarm notification appliances, including candela ratings for visible alarm notification appliances.
4. Location of fire alarm control unit, transponders and notification power supplies.
5. Annunciators.
6. Power connection.
7. Battery calculations.
8. Conductor type and sizes.
9. Voltage drop calculations.
10. Manufacturers' data sheets indicating model numbers and listing information for equipment, devices and materials.
11. Details of ceiling height and construction.
12. The interface of fire safety control functions.
13. Classification of the supervising station.

Residential Buildings (based on IRC (2012) Section R106)

Information on construction documents. Construction documents shall be drawn upon suitable material. Electronic media documents are permitted to be submitted when approved by the building official. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the building official. Where required by the building official, all braced wall lines, shall be identified on the construction documents and all pertinent information including, but not limited to, bracing methods, location and length of braced wall panels, foundation requirements of braced wall panels at top and bottom shall be provided.

Manufacturer's installation instructions. Manufacturer's installation instructions, as required by this code, shall be available on the job site at the time of inspection.

[Click here to return to Table of Contents](#)

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This appendix is a consolidated to identify typical setup requirements and is not a binding document
See SCLLR Regulation 79 for manufactured home: <http://www.scstatehouse.gov/coderegs/c079.php>

Appendix 4 – Manufactured Home Setup

After obtaining a Manufactured Home Permit and Decal, attach decal to manufactured home window where it will be visible from outside. Display permit card at a location where it will be visible from the road. This will assist the inspector in finding your home and not cause unwanted delays.

When the manufactured home is completely set-up, call (803) 581-2123 to schedule an inspection. From the time the inspection is called in, the inspectors have twenty- four (24) hours to complete. To request an inspection the following information should be given.

NAME

ADDRESS OF PROPERTY

TYPE OF INSPECTION BEING REQUESTED

CONTRACTOR

PHONE NUMBER

If approved, a copy of the inspection notice will be left in the manufactured home. A power authorization will be sent to your electrical utility company. ****If the power is in someone other than the name on the permit you must let us know!!!****

If disapproved, a correction notice will be left stating the problems to be corrected and any re-inspection fees may be owed.

ELECTRICAL SERVICE: Per National Electric Code

FOOTINGS & FOUNDATION:

- 1) Remove vegetation from under home
- 2) Manufactured Home shall be installed, supported, tied down according to the Manufactures Installation Instructions or SC Manufactured Housing Board Installation Regulations (SC Code 40-29 and [Regulation 79](#))
- 3) Remove Transport wheels

UNDERPINNING: (City of Chester Ordinance Sec. 8-2)

All single family manufactured homes must be underpinned with permanent brick, concrete block per zoning requirements. Manufactured homes located in Manufactured Home Parks may use metal, fiberglass, or vinyl underpinning kits with metal frames.

- 1) All vertical and horizontal framing members not at ground level shall be 2" x 4" galvanized steel studs.
- 2) Horizontal framing members at ground level shall be 4" intervals and a minimum of 12 inches deep.
- 3) Vertical framing members shall be on 8' centers
- 4) Horizontal framing members shall be at ground level and at the center of the distance between ground level and the bottom of the home.

- 5) Any manufactured home over 4 feet off the ground must have a minimum footing of 8" width, 4" depth to support brick, block, stucco or stone underpinning.

EXCEPTIONS:

- 1) Homes placed in a Flood Plain shall meet the Flood Plain Ordinance requirements.

ACCESS:

Crawlspace shall be provided with a minimum of one access opening not less than 18 inches x 24 inches.

When mechanical equipment is installed in crawlspace an access opening of sufficient size to permit removal of equipment, not less than 36 inches x 24 inches, shall be provided.

VENTILATION:

Crawlspaces shall be ventilated by approved mechanical means, perforated vinyl siding or by openings in foundations walls. Openings must be screened.

Vents to be calculated in the following method.

Net area of opening to be not less than 1 square foot for each 150 square feet of crawlspace.

Vents are to be located within 3 feet of all corners.

EXAMPLE FOR A 14' x 66' MANUFACTURED HOME:

14' x 66' = 924 square feet of crawl space

924 SF divided by 150 SF = 6.16 SQUARE FEET of vent opening required.

6.16 SF x 144 Square Inches = 887 SQUARE INCHES of vent opening.

887 SQ IN divided by 60 SQ IN per vent = 14.8 or 15 vents required

Crawl space ventilation may be reduced to 10% of the above calculation by providing an approved vapor barrier (6 mil thick plastic minimum) on ground

ENTRANCES

All entrances shall be completed in accordance with the following guidelines prior to issuance of power authorization and a certificate of occupancy.

HANDRAILS: (IRC Code R311.7.7)

- a) Stairways having four or more risers above a floor or finished ground level, shall be equipped with handrails located not less than 34 inches nor more than 38 inches above the leading edge of a tread. Exception: Handrails that form part of a guardrail may be 42 inches high.
- b) Handrails shall be provided on at least one side of each continuous run of treads or flight with 4 or more risers.

GUARDRAILS: (IRC Code R312.1 and R312.2)

- a) All porches, balconies, raised floor surfaces or landings located more than 30 inches above grade to be equipped with guardrails.
- b) Guardrails shall have intermediate rails or ornamental pattern such that a 4 inch diameter ball cannot pass through any opening. A bottom rail or curb shall be provided that will reject the passage of 2 inch diameter ball.
- c) Residential guardrails shall have a minimum height of 36 inches.

LANDINGS: (IRC Code R311.3 and R311.5)

- a) A 3 feet x 3 feet landing is required with handrail and guardrail, if required, built to the above standards.
- b) Landings and decks shall be designed to support a 40 pound live load with construction consisting of double sills or bands complete with adequate size floor joists. Floor joist shall be supported in an approved manner. (Such as ledger strips or joist hangers)

TREADS & RISERS: (IRC Code R311.7.5)

- a) Riser height shall not exceed 7 3/4 inches. (SC exception 8" for masonry)
- b) The minimum tread depth shall be 10 inches.

STOOPS

- a) Stoops have to be as wide as the door and 3 feet out.
- b) Handrails required if over 30 inches or above.

[Click here to return to Table of Contents](#)

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Appendix 5 – Building Board of Appeals

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(City of Chester September 14, 2015)

Sec. 8-22.1. - Established; purpose.

There is hereby established a board, to be called the Board of Adjustments and Appeals, to hear appeals arising under the International Building Code, the International Residential Code, the National Electrical Code, the International Plumbing Code, the International Mechanical Code, the International Fire Code, the International Fuel Gas Code, the International Energy Conservation Code, the International Existing Building Code, and the International Property Maintenance Code.

Sec. 8-22.2. - Membership; compensation of members; removal of members; conflicts of interest.

The Board of Adjustments and Appeals shall consist of five (5) members from the building industry with preference as follows: at least one (1) general contractor, one (1) electrician, one (1) plumber, one (1) mechanical contractor, and one (1) member at large from the building industry. With the exception of the member at large, all of the members of the board shall be licensed by the state in their respective professions, and shall have done a significant amount of business with the city in their respective professions so as to be familiar with the city's code practices. Substantiation of having done a significant amount of business in the city will be established at the time of appointment by the prior issuance of business licenses to such individuals, or the businesses with which they are associated, in three of the last five calendar years. The members of the board shall be appointed by the mayor with the approval of the city council. They shall serve without compensation. Members shall be removed for cause by the mayor and city council upon written charges and a public hearing. A board member shall not participate in any case in which he has a personal or implied interest, and all members should avoid the appearance of impropriety. Continued absence of any member from three (3) consecutive regular meetings of the board shall at the discretion of the city council result in his/her removal from office.

Sec. 8-22.3. - Term of members.

The term of office of the members of the Board of Adjustments and Appeals shall be four years. The Board shall be composed of five (5) members appointed by the mayor with the approval of the city council for terms of four (4) years, staggered so that the term of at least one (1) member expires in each year. Terms of office shall begin with the calendar year. No person who holds any other public office or position in the City may be a member of the Board. Members shall not be compensated for service. Vacancies shall be filled from appointment by the mayor with the approval of the city council.

Sec. 8-22.4. - Officers; meetings; records.

The Board of Adjustments and Appeals shall elect its own chair and vice-chair, who shall serve for one year terms. It shall adopt rules necessary for the conduct of its affairs. Meetings of the board shall be held at the call of the chair and at such other times as the board may determine. The chair or acting chair may administer oaths and compel the attendance of witnesses. All meetings shall be open to the public. The Building Official or designee shall act as secretary of the board of adjustments and appeals and shall keep minutes of its proceedings and shall set forth the reasons for decisions, showing the vote of each member upon each question or, if absent or failing to vote, indicating such fact, and shall keep records of its official actions, both of which shall be filed in the city offices.

Sec. 8-22.5. - Quorum; conflict of interest; procedures.

Three (3) members of the board shall constitute a quorum. In varying the application of any provision of the building order adopted by the city or in modifying an order of the code official, the affirmative vote of the majority present, but not less than three (3) affirmative votes shall be required. A board member shall not act in a case in which he has a personal interest. The board shall meet within ten (10) days after notice of appeal has been acknowledged.

Sec. 8-22.6. - Duties

- A. The Board of Adjustments and Appeals shall consider properly filed appeal requests and requests for time extension.
- B. The Board of Adjustments and Appeals may render interpretations.
- C. All properly filed appeals requests shall be acknowledged in writing to the appellant by the Board Secretary within five (5) working days of receipt.
- D. Properly filed appeals requests shall address the following factors.
 - 1) The Board of Adjustments and Appeals shall have no authority to waive requirements of the applicable International Codes;
 - 2) The Board of Adjustments and Appeals shall determine if there is substantial compliance with the provisions of the code;
 - 3) The Board of Adjustments and Appeals shall make determinations that protect the public and do not jeopardize the safety of the public or building occupants; and
 - 4) The Board of Adjustments and Appeals may take into consideration undue hardship which may result to the applicant in determining whether a variance should be granted. The Board may not waive or set aside code requirements in their determination.
- E. The Board of Adjustments and Appeals shall initiate consideration of a properly filed variance request, time extension or interpretation within 10 days of receipt by the Board Secretary.
- F. All recommendations in favor of the granting of an appeal (variance) shall have considered the factors outlined in Duties item 8-22.6 D and the following:
 - 1) Does not waive requirements of the applicable State Law, Regulation or Code
 - 2) The enforcement thereof would do manifest injustice
 - 3) The enforcement would be contrary to the spirit and purpose of State Law, Regulation, Code, or public interest

- 4) That special conditions and circumstances exist which are peculiar to the building, structure or service system involved and which are not applicable to others.
- 5) That the special conditions and circumstances do not result from the action or inaction of the applicant.
- 6) That granting the variance requested will not confer on the applicant any special privilege that is denied by State Law, Regulation or Code to other buildings, structures or service system.
- 7) That the variance granted is the minimum variance that will make possible the reasonable use of the building, structure or service system
- 8) That the grant of the variance will be in harmony with the general intent and purpose of State Laws, Regulations or Codes and will not be detrimental to the public health, safety and general welfare.

G. Unsafe or dangerous buildings or service systems may constitute shorter time for appeals process as may be requested by the code official but not to supersede City of Chester Ordinance 29-51 “Structures creating immediate danger”.

Sec. 8-22.7. - Appeal from Code Official.

Appeals to the Board of Adjustments and Appeals may be taken by any person aggrieved or by any code official, department, board or bureau of the city affected by any order, requirement, decision or determination of the official enforcing the technical codes of which the board has jurisdiction. Such appeal shall be taken within 30 days of notification of the action being appealed, unless a shorter time is prescribed in the technical code, shall be accompanied by a fee as fixed from time to time by the city council, shall be in writing, using form provided by the city, stating the grounds therefor, and shall be filed with the city. The building codes administrator shall forthwith transmit to the board all the papers constituting the record upon which the action appealed from was taken. The board shall fix a reasonable time for hearing the appeal, give due notice thereof to the parties in interest, and decide the appeal within a reasonable time. At the hearing, any party may appear in person or by agent or by attorney.

Sec. 8-22.8. - Stay of proceedings pending appeal.

An appeal under this article stays all proceedings in furtherance of the action appealed from, unless the official from whom the appeal is taken certifies to the Board of Adjustments and Appeals that, by reason of facts stated in the certificate, a stay would, in his opinion, cause imminent peril to life or property. In such case, the action shall not be stayed, except by a restraining order issued by a court of competent jurisdiction.

Sec. 8-22.9. - Jurisdiction and duties of board; reopening appeals.

The Board of Adjustments and Appeals shall have the power and duty to act when the enforcing official has rejected or refused to approve the mode or manner of construction proposed to be followed or materials to be used in the installation or alteration of a building, structure or service system, or when it is claimed that the particular law, regulation or technical code is inapplicable to their specific case, or that an equally good or more desirable form of installation can be employed in any specific case, or that the true intent of the particular code or any of the regulations thereunder has been misconstrued or wrongly interpreted or applied.

The board may affirm, modify (to include extension of time for compliance), or vacate orders of the inspector. No subsequent appeal shall be considered where an appeal has been decided previously involving the same person, building or premises and the same citation, unless the

appellant can demonstrate to the board a change in circumstances sufficient to justify reopening the appeal.

Sec. 8-22.10. – Variances.

The board of appeals when so appealed to and after a hearing, may vary the application of any provision of a code adopted by the city. The board may vary the application of any code when, in its opinion, the enforcement thereof would do manifest injustice and would be contrary to the spirit and purpose of the code, public interest or when in its opinion the interpretation of the code official should be modified or reversed.

Sec. 8-22.11. – Decisions.

Every decision of the Board of Adjustments and Appeals shall be final, subject, however, to such remedy as any aggrieved party might have at law or in equity. Every decision shall be in writing and shall indicate the vote upon the decision. Every decision shall be filed in the office of the building codes administrator, and a copy thereof shall be given to each appellant. Appeals from the board to a court of competent jurisdiction shall be filed with such court within 30 days of the decision of the board, and shall specify the grounds of the illegality of the board's decision.

Sec. 8-22.12. - Conflicting provisions.

If any other provision of this Code conflicts with the provisions contained in this article, the more restrictive provision shall govern.

[Click here to return to Table of Contents](#)

Appendix 6 – City Ord. Chapter 8

Please find copy of Buildings and Building Regulations in Chapter 8 of Municode at <https://library.municode.com/index.aspx?clientId=14538>

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[Click here to return to Table of Contents](#)

Blank Page

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Appendix 7 – Current Adopted Codes

Current Codes in Effect for Chester SC

July 1, 2013

**Effective July 1, 2013, the following codes will be in effect for South Carolina:
(With SC Modifications)**

- 2012 International Residential Code
- 2012 International Building Code
- 2012 International Fire Code
- 2012 International Plumbing Code
- 2012 International Mechanical Code
- 2012 International Fuel Gas Code
- 2009 International Energy Conservation Code
- 2011 National Electrical Code

Effective July 2, 2013, the following codes are also in effect for City of Chester, SC:

- 2012 International Property Maintenance Code
- 2012 International Existing Building Code

The latest edition of ICC/ANSI A117.1, Accessible and Useable Buildings and Facilities, is adopted by the Accessibility Act and mandatory for use in all municipalities and counties within the state.

(ICC A117.1 – 2009)

[Click here to return to Table of Contents](#)

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Appendix 8 – City of Chester Permit Fee Schedule

Per Regulation Adoption

*City of Chester Ordinance 8-23
Approved by City Council 4/14/15*

Commercial and Residential construction permit covers entire project. When building permits are issued for construction or reconstruction, one permit will be issued to cover the entire project. The permit applicant will provide the permit clerk with a list of subcontractors and their license numbers.

Expiration: Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

Suspension or revocation: The building official is authorized to suspend or revoke a permit issued under the provisions of this code wherever the permit is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation or any of the provisions of this code.

Placement of permit: The building permit or copy shall be kept on the site of the work until the completion of the project.

FEE: All permits: (cost of less than \$200.00 does not require permit unless inspection is required or requested)

Permit fee = \$4.50 per \$1000.00 valuation of work or project with a minimum fee of \$35.00.

1. **Commercial and Residential permit:** based on valuation
 - a. Valuation is contract cost or estimate from square feet.
 - b. Agriculture structures are calculated \$12 per sq. ft. unless contractor built.
2. **Swimming pool permit:** based on valuation
3. **Fire Sprinklers and other Fire Protection Systems Fee:** based on valuation
4. **Sign Permit Fee** is based on valuation to complete installation of the sign

Plan Review fee:

Residential - \$50.00 for project costing \$10,000.00 or more

Commercial – one half (1/2) the cost of calculated permit fee

Re-inspection fee:

\$35.00 for the 3rd and subsequent re-inspections for required inspections

Work commencing without required permit:

Cost of permit times 1.5

Demolition Permit:

Residential - \$50.00

Commercial - \$100.00 plus \$0.50 for first 100,000 cubic ft. plus \$0.50 for each additional 1,000 cubic ft.

(**Note:** performance bond requirement for commercial projects over 5,000 sf. per City Code C-2-604.9.)

- 1) **Asbestos:** Before commencing demolition, you should contact James Hinkle (803)898-7586 with South Carolina DHEC, Asbestos Office to determine whether or not you are required to obtain a permit from their office. There is a process for having a licensed asbestos inspector view the site, etc., and this will be explained by SC DHEC, if required. A link to the SC DHEC home page can be found at <http://www.scdhec.net>. This site also has some very useful information regarding asbestos inspection and landfill requirements.
- 2) **Lead Paint:** If test for lead is positive, the Generator of the waste is responsible for proper disposal. For information, contact Director of SC DHEC Solid Waste at (803)898-1358. This office deals specifically with lead paint issues, such as disposal. Additional information on lead paint can also be found at the following website: <http://www.scdhec.gov/lwm/forms/pbfact4.pdf>.

Moving Structure:

Commercial or Residential - \$100.00

Mobile or Manufactured Home:

Calculated same as "All Permits" with minimum fee no less than \$200.00.

plus \$40.00 moving fee

plus \$5.00 Decal fee

Certificate of Occupancy: \$75.00 (includes inspection for electrical service approval)

A certificate of occupancy is required before occupancy of:

- a. a new commercial or residential building
- b. an existing commercial building when any business changes owners or types of occupancy, adds to, renovates, or builds
- c. a new business is established
- d. vacant or remodeled home is occupied

Building and fire code inspections are required and applicable code requirements must be met prior to issuance of a certificate of occupancy and release for electric service.

Appeal to construction board of appeals: \$40.00

DEVELOPMENT PERMIT FEE:

<u>ACREAGE OF PLAN COVERAGE</u>	<u>TOTAL FEES</u>
Under 3 acres	\$ 90.00
3 to 11 acres	\$120.00
11 to 51 acres	\$205.00
51 to 100 acres	\$365.00
Over 100 acres	\$475.00

ESTAMENT CALCULATIONS FOR RESIDENTIAL VALUATIONS

Residence	Sq. Footage x \$70.00	
Basement	Sq. Footage x \$45.00	
Porches	Sq. Footage x \$45.00	
Garage or storage Bld.	Sq. Footage x \$35.00	
Carport	Sq. Footage x \$20.00	
Deck	Sq. Footage x \$20.00	
Additions	Sq. Footage x \$70.00	
Ag Use Barn Bld.	Sq. Footage x \$12.00	
Roofing	Sq. x \$100.00	(Sq. = 10 x 10)

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[Click here to return to Table of Contents](#)

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Appendix 9 – CITY OF CHESTER SPECIAL INSPECTION PROCEDURE IBC CHAPTER 17 2012 EDITION

When Required

All projects that require a South Carolina licensed Architect or Engineer per SC Architectural and Engineering registration law and IBC 1704.

Overview

The program consists of four basic forms, which must be filled out by the SC Design Professional in Responsible Charge and submitted to the building department. The *Statement of Special Inspections*, *Checklist of Required Special Inspection Reports*, *Contractor Statement of Responsibility & Owner's Acknowledgement of Special Inspections* must be submitted at the time of application for Plan Review. Copies of all inspectors license should be submitted in accordance with 2012 IBC Section 1704.2.1. The *Final Report of Special Inspections* is to be placed at the jobsite with all the interim reports upon completion of the project, and made available to the Building Inspector prior to the Final Building Inspection.

Statement of Special Inspections

This form provides the general information about the project and identifies the SC Design Professional in Responsible Charge as required in IBC Section 107.3.4. This form is submitted as a condition for permit issuance and as a commitment to Special Inspections.

Checklist of Required Inspection Reports

These forms are to be filled out by the SC Design Professional in Responsible Charge by checking the boxes of the required inspections specific to the project. The names of the individuals or firms providing these inspections will be entered at this time. The qualifications for the inspector will be specific to the inspection performed. The minimum qualifications will be as listed by the South Carolina Building Code Council Special Inspection Manual document, or as approved by the Building Official. The forms will be reviewed by the City of Chester Plan Review Department for completeness.

Interim Reports

These reports are the results of the required inspections and must be performed by the individuals designated by the SC Design Professional in Responsible Charge.

All interim reports generated from the inspections must be kept on the jobsite in a binder with the City of Chester approved drawings and contain the following information:

- The project name and Permit Number.
- The project address.
- The name address and phone number of the individual/firm performing the inspection and generating the report.
- The IBC Section or Table number of the inspection. The criteria for each inspection must be performed as outlined in the appropriate code section or table. Some inspections are periodic, some are continuous, and others are performed only once. When tables are referenced all criteria in the table must be addressed.

Weekly reports shall be submitted to the building official and the architect/engineer of record until all work is complete.

Final Report of Special Inspections

The SC Design Professional in Responsible Charge shall collect final inspection reports from all inspections requiring more than one inspection then fill out the *Final Report of Inspections*. This report is certifying that all required inspections have been performed and all corrections have been made. The report is then put with the interim reports in the binder on the jobsite prior to requesting a Final Building Inspection.

**City of Chester
Chapter 17 Inspections
100 West End St.
Chester, SC 29706
803-581-2123**

**Special Inspections - Chapter 17 International Building Code
“Statement of Applicability”**

Project Location: _____ Project Name: _____

Special Inspections required by Chapter 17 on this project?

___ Yes: complete “Statement of Special Inspections”

or

___ NO: explain reason below:

Name or Design Professional Signature & Seal of Design Professional

_____	_____
Printed Name	Phone
_____	_____
Signature	Date
	Seal

STATEMENT OF SPECIAL INSPECTIONS

Project: _____ Application No. _____

Project location: _____

Project Owner: _____

Address: _____

SC Registered Design

Professional in Responsible Charge: _____

Firm (optional): _____

License Number: SC _____ Phone: _____ Fax: _____

Address: _____

Project Architect: _____

Firm (optional): _____

License Number: SC _____ Phone: _____ Fax: _____

Address: _____

Project Structural Engineer: _____

Firm (optional): _____

License Number: SC _____ Phone: _____ Fax: _____

Address: _____

This *Statement of Special Inspections* is submitted as a condition for permit issuance in accordance with the Special Inspection requirements of the International Building Code. It includes a Schedule of Special Inspection Services applicable to this project as well as the name of the Special Inspector(s) and the identity of other approved agencies that are to be retained for conducting these inspections.

The Special Inspector shall keep records of all inspections and shall furnish inspection reports to the Design Professional in Responsible Charge and the Building Official. Discovered discrepancies shall be brought to the immediate attention of the Contractor for correction. If such discrepancies are not corrected, the discrepancies shall be brought to the attention of the Design Professional in Responsible Charge and the Building Official. The Special Inspection program does not relieve the Contractor of his or her responsibilities.

A *Final Report of Special Inspections* documenting completion of all required Special Inspections and correction of any discrepancies noted in the inspections shall be submitted prior to issuance of a Certificate of Occupancy.

Job site safety and means and methods of construction are solely the responsibility of the Contractor.

Prepared by:

Type or print name

Signature Date

Accepted by:

Type or print name

Signature Date

<p>Individual Seal</p>

<p>Firm Seal</p>

CONTRACTOR'S STATEMENT OF RESPONSIBILITY

FOR WORK REQUIRING SPECIAL INSPECTIONS, STRUCTURAL OBSERVATIONS AND CONSTRUCTION MATERIAL TESTING IN ACCORDANCE WITH CHAPTER 17 OF THE INTERNATIONAL BUILDING CODE.

Pursuant to Section 1704, Chapter 17 of the 2012 International Building Code, the contractor identified herein is responsible for the construction of main wind or seismic force resisting system, designated seismic system or wind or seismic resisting components listed in the statement of special inspections of this project and; is hereby submitting this statement of responsibility to the building official of the jurisdiction having authority over this permit and to the owner of this project.

Permit No: _____

Project Address: _____

Please check if you are the owner of this project and also acting as the contractor/builder (owner-builder)

Contractor's Company Name: _____

State of South Carolina Contractor's License Number: _____ Expiration Date: _____

Name (Type or Print): _____
(First) (M.I.) (Last)

Title/ Position in the Contractor's/Builder's Organization: _____

Mailing Address: _____

Email: _____ Phone: _____

1. I acknowledge and am aware of special requirements contained in the statement of special inspections
2. I acknowledge that control will be exercised to obtain conformance with the construction documents approved by the building official
3. I will have in place procedures for exercising control within our (the contractor's/builder's) organization for the method and frequency of reporting and the distribution of the reports
4. I certify that I will have a qualified person within our (the contractor's/builder's) organization to exercise such control

Signature: _____

Date: _____

**OWNER'S ACKNOWLEDGEMENT OF
SPECIAL INSPECTIONS**

Project Name: _____

Project Address: _____

Owner's Name/Company: _____

Owner's Address: _____

Owner's Phone: _____ Owner's Fax: _____

Owner's Email: _____

SC Registered Design Professional: _____

License Number: SC _____ Phone: _____ Fax: _____

Address: _____

Email: _____

By signing this acknowledgement I understand that the SC Registered Design professional in charge and all SC registered special inspectors are hired by myself being listed as the owner of the above referenced project at the above reference address and/or my authorized agent as approved by the building official pursuant to the International Building Code Section 1704 and the South Carolina Building Codes Council.

Signature

Date

Print Name

CHECKLIST OF REQUIRED SPECIAL INSPECTION REPORTS & INDIVIDUALS PERFORMING INSPECTIONS

Project _____ Application No. _____

Project location: _____

Concrete IBC Table 1705.3
Individual Name: _____ Phone: _____

SC Registration Number: _____ Classification: _____

Exterior Insulation and Finish Systems (EIFS) IBC Section 1705.15
Individual Name: _____ Phone: _____

SC Registration Number: _____ Classification: _____

Fabricator ISO 9000 Lead Quality Assurance Auditor. IBC 1704.2.5
Accrediting Agency: _____ Phone: _____

Metal Building Fabrication
Accrediting Agency: _____ Phone: _____

Precast Concrete Fabrication
Accrediting Agency: _____ Phone: _____

Prefabricated Trusses
Accrediting Agency: _____ Phone: _____

Steel Bar Joist Fabrication
Accrediting Agency: _____ Phone: _____

Structural Steel Fabrication
Accrediting Agency: _____ Phone: _____

Masonry IBC 1705.4
Individual Name: _____ Phone: _____

SC Registration Number: _____ Classification: _____

Mastic and Intumescent fire-Resistant Coatings IBC Section 1705.14
Individual Name: _____ Phone: _____

SC Registration Number: _____ Classification: _____

Welding IBC Table 1705.2.2
Individual Name: _____ Phone: _____

SC Registration Number: _____ Classification: _____

Project _____ Application No. _____

Soils IBC Sections 1705.6 through 1705.9

Individual Name: _____ Phone: _____

SC Registration Number: _____ Classification: _____

Fill Placement IBC 1804.5

Individual Name: _____ Phone: _____

SC Registration Number: _____ Classification: _____

Driven Deep Foundations IBC 1705.7

Individual Name: _____ Phone: _____

SC Registration Number: _____ Classification: _____

Cast In Place Deep Foundations IBC Section 1705.8

Individual Name: _____ Phone: _____

SC Registration Number: _____ Classification: _____

Helical Pile Foundations IBC Section 1705.9

Individual Name: _____ Phone: _____

SC Registration Number: _____ Classification: _____

Special Cases IBC Section 1705.1.1

Individual Name: _____ Phone: _____

SC Registration Number: _____ Classification: _____

Special Inspection for Smoke Control IBC Section 1705.17.1 through 1705.17.2

Individual Name: _____ Phone: _____

SC Registration Number: _____ Classification: _____

Special Inspections for Seismic Resistance IBC Section 1705.11

Individual Name: _____ Phone: _____

SC Registration Number: _____ Classification: _____

Structural Steel IBC Section 1705.11.1

Individual Name: _____ Phone: _____

September, 2015

SC Registration Number: _____ Classification: _____

Structural Wood IBC Section 1705.11.2

Individual Name: _____ Phone: _____

SC Registration Number: _____ Classification: _____

Project _____ Application No. _____

Cold Formed Steel Light Framing IBC Section 1705.11.3

Individual Name: _____ Phone: _____

SC Registration Number: _____ Classification: _____

Storage Racks IBC Section 1705.11.7

Individual Name: _____ Phone: _____

SC Registration Number: _____ Classification: _____

Architectural Components and Access Floors IBC Section 1705.11.5 and 1705.11.5.1

Individual Name: _____ Phone: _____

SC Registration Number: _____ Classification: _____

Mechanical and Electrical Components IBC Section 1705.11.6

Individual Name: _____ Phone: _____

SC Registration Number: _____ Classification: _____

Designated Seismic System Verification IBC Section 1705.11.4

Individual Name: _____ Phone: _____

SC Registration Number: _____ Classification: _____

Sprayed Fire Resistance Materials IBC Section 1705.13 through 1705.13.6

Individual Name: _____ Phone: _____

SC Registration Number: _____ Classification: _____

Steel Frame IBC Table 1705.2.1

Individual Name: _____ Phone: _____

SC Registration Number: _____ Classification: _____

Structural Observations IBC Section 1704.5 (Risk Category III & IV or over 75')

Individual Name: _____ Phone: _____

SC Registration Number: _____ Classification: _____

Testing and Qualification for Seismic Resistance IBC Section 1705.12

Individual Name: _____ Phone: _____

September, 2015

SC Registration Number: _____ Classification: _____

Concrete Reinforcement IBC Section 1705.12.1 as required by 1705.12

Individual Name: _____ Phone: _____

SC Registration Number: _____ Classification: _____

Project _____ Application No. _____

Structural Steel IBC Sections 1705.12.2 as required by 1705.12

Individual Name: _____ Phone: _____

SC Registration Number: _____ Classification: _____

Seismic Certification of Nonstructural Components IBC Section 1705.12.3 as required by 1705.12

Individual Name: _____ Phone: _____

SC Registration Number: _____ Classification: _____

Seismic Isolation Systems IBC Section 1705.12.4 as required by 1705.12

Individual Name: _____ Phone: _____

SC Registration Number: _____ Classification: _____

Wood Construction IBC 1705.5

Individual Name: _____ Phone: _____

SC Registration Number: _____ Classification: _____

Prepared by: _____ SC License No. _____

Approved by: _____ Date _____

FINAL REPORT OF SPECIAL INSPECTIONS

Project: _____ Application No.: _____

Project location: _____

Project Owner: _____

Address: _____

SC Registered Design

Professional in Responsible Charge: _____

Firm (optional): _____

License No.: SC _____ Phone: _____ Fax: _____

Address: _____

To the best of my information, knowledge, and belief, the Special Inspections and/or Testing requirements for this project, and designated for this Agent in the *Checklist of Required Inspection Reports*, *Checklist of Quality Assurance Plan* and the *Checklist of Required Testing* submitted for permit, have been completed in accordance with the contract documents.

Interim reports submitted prior to this *Final Report of Inspections* form a basis for, and are to be considered an integral part of this Final Report. All discrepancies that were outstanding in all of the Interim reports have been corrected.

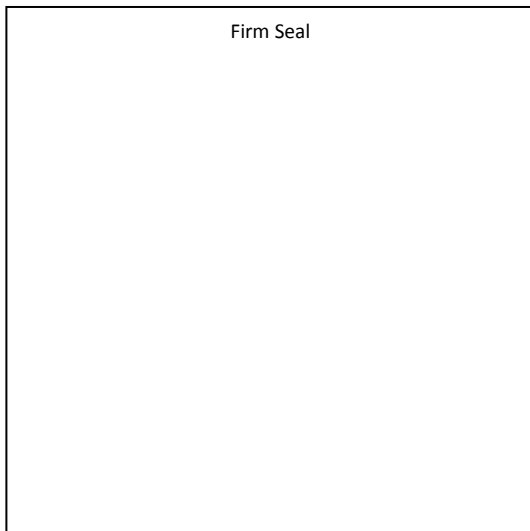
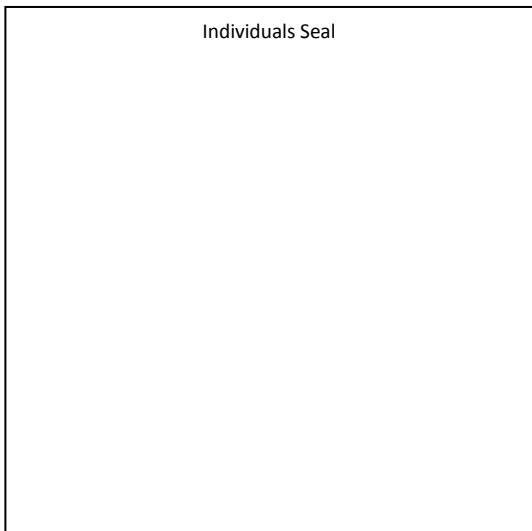
Prepared by:

Type or print name

Firm (optional)

Signature

Date



SPECIAL INSPECTOR QUALIFICATIONS

INTRODUCTION

This policy sets forth the minimum qualification requirements for individuals and firms offering Special Inspection services. Nothing in this policy prevents the project owner or the registered design professional in responsible charge, acting as the owner's agent, from requiring qualifications above those identified herein.

An approved agency shall employ experienced personnel educated in conducting, supervising and evaluating tests and/or inspections.

Firms offering special inspection services for projects and fabrications located in South Carolina shall be licensed, registered, or certified by either; the South Carolina Board of Architectural Examiners, the South Carolina Contractors Licensing Board or the South Carolina Board of Professional Engineers and Land Surveyors in accordance with South Carolina Code of Laws, Title 40, Chapter 26.

Any questions or correspondence regarding special inspections should be directed to the building official for the jurisdiction in which the project will be located.

This Special Inspection Policy in no way relieves any participant from the proper performance of work according to contract documents and applicable codes, standards and regulation.

INSPECTION OF FABRICATORS

Fabrication and Implementation Procedures

ISO 9000 Lead Quality Assurance Auditor and meet the applicable special inspector qualification requirements identified herein

Fabricator Approval

ISO 9000 Lead Quality Assurance Auditor and meet the applicable special inspector qualification requirements identified herein

The following fabricator certifications are considered sufficient.

Metal Building Fabrication

Current American Institute of Steel Construction - Metal Building Systems Certification

Precast Concrete Fabrication

Current National Precast Concrete Association Plant Certification

Prefabricated Trusses

Current Truss Plate Institute Certification

Steel Bar Joist Fabrication

Current Steel Joist Institute Certification

Structural Steel Fabrication

Current American Institute of Steel Construction - Conventional Steel Building Structures

Current American Institute of Steel Construction - Complex Steel Building Structures

Current American Institute of Steel Construction - Simple Steel Bridges

Current American Institute of Steel Construction - Major Steel Bridges

QUALIFICATION OF SPECIAL INSPECTORS

The special inspector shall be a qualified person licensed in accordance with the requirements of the State of South Carolina Labor, Licensing and Regulation Department. The qualifications of all personnel new to an agency shall be provided to and approved by the building official before being assigned to any project.

Except for professional engineers and architects registered in the State of South Carolina, special inspectors shall have a license. The following is the current minimum requirements to obtain a license.

Steel Construction

Welding

Current American Welding Society (AWS) Certified Welding Inspector or
Current Canadian Welding Bureau Certified Welding Inspector

Nondestructive Testing of Welds

Current Nondestructive Testing Level II or III (Magnetic Particle Testing, Liquid Penetrate Testing, Ultrasonic Testing or Radiographic Testing)

(1) Level II personnel shall be qualified in accordance with the American Society of Nondestructive Testing (ASNT) to perform Magnetic Particle Testing, Liquid Penetrant Testing and Ultrasonic Testing, or

(2) Level II certification as certified by a Level III examiner to perform Magnetic Particle Testing, Liquid Penetrant Testing and Ultrasonic Testing. Level III Examiner shall be certified by ASNT and must submit a copy of his certification with the Level II certification.

Steel Frame Inspection/High-Strength Bolting

Current International Code Council (ICC) Structural Steel and Bolting Inspector

Concrete Construction

Reinforced Concrete

Current ICC Reinforced Concrete Special Inspector or
South Carolina Engineer in Training (EIT) with one year related experience under supervision of a licensed PE

Prestressed Concrete - Pretension tendons

Current ICC Reinforced Concrete Certification or
South Carolina Engineer in Training (EIT) with one year related experience under supervision of a licensed PE

Prestressed Concrete - Post-tension tendons

Current Post-Tensioning Institute (PTI) Certification Level I or
South Carolina Engineer in Training (EIT) with one year related experience under supervision of a licensed PE

Prestressed Concrete - Post-Tension Slabs-on-Ground

Current PTI Certification Level I or
South Carolina Engineer in Training (EIT) with one year related experience under supervision of a licensed PE

Precast Concrete Erection

The special inspector shall be registered for Reinforced Concrete or Welding as required based on the type of inspection being performed

Structural Masonry Construction

Current ICC Structural Masonry certificate and one year related experience or
South Carolina Engineer in Training (EIT) with one year related experience including plan reading under supervision of a licensed PE

Modular Retaining Walls

South Carolina Engineer in Training (EIT) with one year related experience under supervision of a licensed PE

September, 2015

Soils

Excavation and Filling/Verification of Soils

Current National Institute for Certification in Engineering Technologies (NICET) Level II certification in geotechnical engineering technology/construction or

Current NICET Level II in soils or

South Carolina Engineer in Training (EIT) with one year related experience under supervision of a licensed PE or

Soils Special Inspector or

Current SCDOT Earthwork, Drainage and Base Certification

Deep Foundations

Current NICET Level II certification in geotechnical engineering technology/construction or

South Carolina Engineer in Training (EIT) with one year related experience under supervision of a licensed PE or

Current SCDOT Foundation Inspector Certification

Sprayed Fire-Resistant Materials

Current ICC Spray-Applied Fire Proofing certificate

Smoke Control

Current NICET N-II-FPAS or

Current NICET N-II-FPFA or

Current National Environmental Balancing Bureau or

Current Associated Air Balance Council

Exterior Insulation And Finish System

South Carolina EIT with one year related experience

Special Cases

Approval on a case-by-case basis

Note: The contractor or builder of the project referenced herein may use this form to conform to the requirement of Section 1704 of the 2012 International Building Code. [Revision Date: January 2014]

[Click here to return to Table of Contents](#)

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Appendix 10 – City of Chester Sign Permit

1. Complete a City of Chester SIGN PERMIT APPLICATION
2. Fee is based on valuation to complete installation of the sign
3. Contractor MUST have a City of Chester Business License

Please find copy of the City of Chester Sign requirements in Appendix C Zoning Ordinance, Division 6, Sub Division D.5 of Municode at <https://library.municode.com/index.aspx?clientId=14538>

Legal Disclaimer: This document is a consolidated summary from applicable Laws, Ordinances and Codes, and is not a binding document. The information contained within this/these online document(s) are for informational purposes only and should not be substituted for legal or other professional advice. While the City of Chester makes every effort to keep online information updated, no claims, promises or guarantees about the accuracy or completeness of the information contained in these pages are made. Should the information in this document prove to be false, misleading, or in contravention to law, statute, or regulation, you assume all risks. Please refer to the Code of Ordinances of Chester, South Carolina, available at City Hall. Users of online materials do so at their own risk.

[Click here to return to Table of Contents](#)