



# Electronic Plan Submission

## Required information when applying for permits

**Submit all construction documents for review in PDF form in the proper orientation.**

**For more detailed information, see the  
RESIDENTIAL CONSTRUCTION INFORMATION  
or  
COMMERCIAL CONSTRUCTION INFORMATION**

For new construction, construction to change occupancy classification, or substantial renovations, see the residential/commercial construction information packets on the building inspections page.

- 1- Email Submission - Subject Line.** In the subject line of the email, list the street name, street number, topic. **example:** Main Street, 101(-unit # if applicable), new construction (*or solar install, commercial up-fit, addition, etc.*). In any case, the address must be listed in the subject line to ensure that there are no delays in processing your request.
- 2- Submit a completed application with all relevant information included.** This includes all email addresses and phone numbers for all parties; project details fully listed including all square footages calculated where required – this includes covered or uncovered porches, decks, patios, etc.; signed contract or cost of construction if work is being done by the homeowner. An owner/builder disclosure statement may also need to be included.
- 3- Subcontractor list**
- 4- Business License applications**
- 5- Sewer/Water letter of service availability**
- 6- Plot plan to scale** and saved at full size with all of the required information normally required by planning.
- 7- Construction plans.** Ridge Height on elevations from grade to highest peak, in red. Architectural and structural plans with details. Plans required to be the same orientation as shown on plot plan; unused options crossed out in red; and must be stamped. Stamps must be affixed by a design professional registered with the State of South Carolina. (*If you are unsure of this requirement, contact the Building Inspection Division at 843.553.8350 ext.1407 for clarification*)
- 8- Engineering Documents.** (Trusses, Sprinkler Systems, etc.) While these may not all be available at the time of application, they must be submitted before installation on site begins.

**Email all submissions to [Permits@CityofGooseCreek.com](mailto:Permits@CityofGooseCreek.com)**

**If any assistance is needed, contact the Building Inspections Bureau at  
843.553.8350 ext.1407**