



New 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

- 1- 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.
- 2- Subcontractor list**
- 3- Business License applications**
- 4- Sewer/Water letter of service availability**
- 5- Plot plan to scale** and saved at full size with all of the required information normally required by planning.
- 6- 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 Bureau at 843.553.8350 ext.1407 for clarification)*
- 7- Truss documents.** While these may not be available at the time of application, they must be submitted before Truss installation on site begins.

Email all submissions to Permits@CityofGooseCreek.com

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