

## Building Permit Information

### Permit Process

Permits must be obtained from the Building Inspection Division for work being done in the City of Aiken. Obtaining a permit is not the responsibility of the homeowner, but of the contractor.

The purpose for this is to hold the contractor responsible for his/her work and to ensure that work is checked by the City Building Inspectors.

Before any contractor can purchase a permit, he/she shall be licensed by the state of South Carolina to do work in the City of Aiken. Please, as a homeowner, check that your contractor meets all state and city requirements. This will help assure you that you are getting the best job possible in accordance with the codes. State licensing can be verified online through the South Carolina Department of Labor, Licensing, and Regulation (LLR)'s Licensee Lookup web page at <https://verify.llronline.com/LicLookup/LookupMain.aspx> or by contacting the South Carolina LLR at (803) 896-4300. City business licensing can be verified by contacting the Finance Department's Business License Division at 803-642-7642.

### Who Needs a Permit

No person, firm or corporation shall erect, construct, enlarge, alter, prepare, move, convert, or demolish any building or structure or cause the same to be done, without first obtaining a permit from the Building Inspection Division.

## What are the Necessary Requirements to do Work in the City of Aiken

### Contractors

- City of Aiken Business License
- Registration as a Residential Specialty Contractor with the South Carolina Residential Builders Commission if the job exceeds \$200
- A South Carolina state license for:
  - Residential work over \$5,000 (Residential Home Builders license issued by the South Carolina Residential Builders Commission)
  - Commercial work over \$5,000 (General Contractor's license issued by the South Carolina Contractor's Licensing Board)

### Electrical, Plumbing, Gas and Mechanical (HVAC) Contractors

- City of Aiken Business License

- Commercial project: Mechanical Contractor's License, if the commercial job exceeds \$5,000 (South Carolina Contractor's Licensing Board)
- Residential project: Registration as a Residential Specialty Contractor with the South Carolina Residential Builders Commission if the job exceeds \$200

### Homeowners

- May do their own work on their own home.
- **CAUTION: *If a contractor requests that you get the permit, please be aware that you, as the homeowner will assume all responsibility and that the contractor may not be licensed or qualified to do the work.***

### Individual

Performing work on someone else's property is considered a contractor and is required to comply with items found under Contractors.

## How to Obtain a Building Permit

How a building permit is obtained from the Building Inspection Division depends on the type of construction proposed. Select from the following options below:

- **Permits for additions, alterations or repairs to existing dwellings:**

The contractor or homeowner must submit a completed **Residential Building Permit Application** and **two (2) copies of the plans** for review. On the permit application, the applicant will be required to provide information such as the construction address, tax parcel number, property owner's name, construction cost, contractor names, setbacks, and a description of the work to be done. A **plot plan** (8 ½ x 11 site schematic) showing the lot size, the location of all proposed and existing structures, any additions and setbacks (distances from structures/additions to the property lines) should also be submitted for additions, swimming pools, wells, storage buildings, and detached garages, carports, and other structures. The contractor must present proof of appropriate City and State licenses when submitting the permit application.

- **Permits for 1 & 2 family dwellings:**

The contractor or homeowner must submit a completed **Residential Building Permit Application** and **two (2) copies of the plans** for review. On the permit application, the applicant will be required to provide information such as the construction address, tax parcel number, property owner's name, construction cost, contractor names, setbacks, and a description of the work to be done. A **plot plan** (8 ½ x 11 site schematic) showing the lot size, the location of the proposed dwelling, and setbacks (distances from the dwelling to the property lines) should also be submitted. The contractor must present proof of appropriate City and State licenses when submitting the permit application.

- **Permits for multi-family and commercial structures:**

The contractor must submit a completed **Residential or Commercial Building Permit Application**, as applicable, along with **three (3) sets of plans** for review. On the permit application, the applicant will be required to provide information such as the construction address, tax parcel number, property owner's name, construction cost, contractor names, setbacks, and a description of the work to be done. Specifications must be submitted for new commercial projects. ***If the building exceeds 5,000 square feet or will be used as a place of assembly or for institutional or educational purposes plans must be designed and stamped by a design professional. All plans must include structural, plumbing, mechanical, electrical, fire protection, elevator and foundation details. A site plan showing drainage calculations and detention must also be submitted.*** A plot plan (8 ½ x 11 site schematic) showing the lot size, the location of all proposed and existing structures, any additions, and setbacks (distances from structures/additions to the property lines) should also be submitted. The contractor must present proof of appropriate City and State licenses when submitting the permit application.

Permits will be issued upon approval from the Building Inspection Division, Planning Department, and Engineering Division, as well as the Fire Department and/or other appropriate agencies, as applicable.

## How to Obtain a Certificate of Occupancy

City Building Inspectors will make routine inspections during the construction of building projects. When the completed structure meets all applicable codes, the structure will be finaled and a Certificate of Occupancy issued. A structure may not be occupied prior to the Certificate of Occupancy being issued.

## Adopted Building Codes (For the City of Aiken As Required by the State of South Carolina)

Mandatory Building Codes adopted for current use in South Carolina and which must be enforced by local jurisdictions include the:

- 2015 SC Building Code or 2015 International Building Code with SC modifications
- 2015 SC Residential Code or 2015 International Residential Code with SC modifications
- 2015 SC Fire Code or 2015 International Fire Code with SC modifications
- 2015 SC Plumbing Code or 2015 International Plumbing Code with SC modifications
- 2015 SC Mechanical Code or 2015 International Mechanical Code with SC modifications
- 2015 SC Fuel Gas Code or 2015 International Fuel Gas Code with SC modifications
- 2009 SC Energy Conservation Code
- 2014 National Electrical Code (NFPA 70)

For more information, please follow this link to the South Carolina Building Codes Council's home page on the web: <http://www.llr.state.sc.us/pol/bcc/> and/or click on [Building Code Information](#).

## Other Helpful Information

- The Planning Department can assist you in determining if the intended use of the structure is permitted within the appropriate zoning classification. Call (803) 642-7608.
- The size and intended use of the proposed structure will determine if extensive drawings will be required.

- The average processing time for a residential building permit is approximately 5 to 7 business day, excluding holidays. Although most commercial building permit applications are processed in approximately 15 business days, excluding holidays, please allow up to 30 days for a review of the complete set of commercial plans that have been submitted to the Building Inspection Division.
- The permit fee is based on the contract amount or construction cost and is to be paid prior to the issuance of the building permit. Please see the Building Permit Fee Schedule for more information.
- **We strongly recommend that you check with the following departments before applying for a permit to ensure that your plans meet the standards involved** (This can save you a great deal of time because then you will know when you are submitting plans that your plans will not require significant changes. For instance, you may have been advised by the Planning Department early in your project development that your building will not meet the setback requirements of the City Zoning Ordinance, and therefore had to reconfigure it on the site. It would have been better to know that early on rather than after you had fully designed your plan):
  - [Planning Department](#) (803) 642-7608. Approval of zoning, setbacks, and subdivision regulations; site and landscape applications; grading permit applications
  - [Public Works - Engineering Division](#) (803) 642-7610. Approval for residential subdivisions and commercial projects for grading permits; storm water management; sediment and erosion control
  - [Business License Division](#) (803) 642-7642. Approval of new business license applications and business license application renewals; verification of a contractor's business license
  - [Public Safety - Fire Division](#) (803) 642-7620. Commercial site plans are reviewed by the City of Aiken Fire Division for compliance with fire codes. Fire alarm and fire sprinkler plans are reviewed by the Building Inspection Division.
  - [Office of the State Fire Marshal](#) (803) 896-9800. Fire sprinkler drawings for commercial buildings must be submitted to the State Fire Marshal for approval.
- It is important that the contractor understand that it is his/her responsibility to call and request inspections at least 24 hours prior to inspection. Please call (803) 642-7675 for inspections by 4:00 p.m. to ensure that the inspection is on the schedule for the next business day, excluding holidays/closings.
- The Building Code Board of Appeals is available to the contractor or public to provide an opportunity to appeal any building code interpretation made by the Building Inspection Division. Call (803) 642-7675.

Revised 01-11-18

## Commercial Permitting

**Required.** Any owner or owner's 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.** Exemptions 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. Permits shall not be required for the following:

### Building

- One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 120 square feet (11 m<sup>2</sup>).
- Fences not over 7 feet (2134 mm) high.
- Oil derricks.
- Retaining walls which 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.
- Water tanks supported directly on grade if the capacity is not greater than 5,000 gallons (18925 L) and the ratio of height to diameter or width is not greater than 2:1.
- 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.
- Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
- Temporary motion picture, television and theater stage sets and scenery.
- 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 (18925 L) and are installed entirely above ground.
- Shade cloth structures constructed for nursery or agricultural purposes, not including service systems.
- Swings and other playground equipment accessory to detached one- and two-family dwellings.
- 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.
- Non-fixed and movable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches (1753 mm) in height.

### 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 does 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

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

## Mechanical

- Portable heating appliance.
- Portable ventilation equipment.
- Portable cooling unit.
- Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
- Replacement of any part that does not alter its approval or make it unsafe.
- Portable evaporative cooler.
- Self-contained refrigeration system containing 10 pounds (4.54 kg) or less of refrigerant and actuated by motors of 1 horsepower (746 W) or less.

## Plumbing

- 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.
- 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 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.



**City of Aiken**  
**Commercial Building Permit Application**  
(803) 642-7675 Fax (803) 642-7672

Permit #

***Incomplete Applications will delay processing of permit.***

**Construction Address** \_\_\_\_\_  
**Tax Parcel #** \_\_\_\_\_ **Subdivision** \_\_\_\_\_  
**Phase, Section & Lot #** \_\_\_\_\_

**Contractor Information:**

Company Name: \_\_\_\_\_

License Holder Name: \_\_\_\_\_ **STATE LICENSE #** \_\_\_\_\_

***\*\* Applications WILL NOT be processed without your state license #.***

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_\_ Cell Phone # (\_\_\_\_) \_\_\_\_\_ Fax # \_\_\_\_\_

**Property Owner Information:**

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_\_ Cell Phone # (\_\_\_\_) \_\_\_\_\_ Fax # \_\_\_\_\_

Type of Business: \_\_\_\_\_ Name of Business: \_\_\_\_\_

**Circle All That Apply:**

New Commercial      Commercial Upfit      Commercial Remodel      Commercial Addition

Other: \_\_\_\_\_

**Description of Construction/ Contractor Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Value of Construction:** \$ \_\_\_\_\_

**Building permit valuation includes the total value of all work including electrical, gas, mechanical, plumbing Equipment and other permanent systems, including materials and labor.**

**\*\*\*Setbacks should be the actual distance of building from property line\*\*\***

Front: \_\_\_\_\_ Back: \_\_\_\_\_ Left Side: \_\_\_\_\_ Right Side: \_\_\_\_\_

Exterior Type: \_\_\_\_\_ # of Stories \_\_\_\_\_ Baths: \_\_\_\_\_ Total Rooms: \_\_\_\_\_

Gross Square Footage: \_\_\_\_\_ Conditioned Square Footage: \_\_\_\_\_

If Remodel, Square Footage to be added: \_\_\_\_\_

**Circle One for each of the Following:**      **Fire Sprinkler:** Yes No

**Gas:** Yes No      **Electric Company:** Aiken Elec Coop SCE&G

**Subcontractor Information:**

**Electrical Contractor:** \_\_\_\_\_ **State License #** \_\_\_\_\_

**Electrical Contractor Address:** \_\_\_\_\_

**Electrical Contractor Phone #:** \_\_\_\_\_

**Mechanical Contractor:** \_\_\_\_\_ **State License #** \_\_\_\_\_

**Mechanical Contractor Address:** \_\_\_\_\_

**Mechanical Contractor Phone #:** \_\_\_\_\_ **Doing the gas work if any?** \_\_\_\_\_

**Plumbing Contractor:** \_\_\_\_\_ **State License #** \_\_\_\_\_

**Plumbing Contractor Address:** \_\_\_\_\_

**Plumbing Contractor Phone #:** \_\_\_\_\_ **Doing the gas work if any?** \_\_\_\_\_

**Applicant:** I hereby acknowledge that I have read this application and state that the above information is correct and agree to comply with all requirements contained herein and City of Aiken ordinances and state laws regulating building construction.

**Contractor or Authorized Representative**

**Print YOUR Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Memorandum

TO: Building Permit Applicants

FROM: Michael W. Jordan, Building Official



DATE : September 1, 2017

RE: **Contractor's Sub List**

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Effective immediately, in order to comply with City Ordinance and avoid delays issuing certificates of occupancy for building projects, a Contractor's Sub List must be provided to the Building Inspections Office **prior to obtaining a building permit.**

We understand that at permitting stage some subcontractors may yet to be identified. List as many of the contractors that you know will be working on your project. Updates to your list, after receiving a permit, must be submitted to the Business License Official as soon as possible.

The City of Aiken's Business License Ordinance requires contractors to provide the Business License Official a list of sub-contractors furnishing labor or materials for each project.

The Building Inspections Office has been notified by the City's Business License Official that they have had problems receiving the required Contractor's Sub List and updates. This has on numerous occasions delayed final inspections and issuance of certificates of occupancy. When these delays occur we are often contacted by building owners expressing their concern that they are unable to occupy their home or open their business.

Therefore, **prior to scheduling a final inspection**, the Building Inspection Office will verify with the Business License Official that there no outstanding issues with any subcontractors not obtaining City of Aiken business licenses.

If there are any questions please do not hesitate to contact the Building Inspections Office at 803-642-7675 or the Business License Official at 803-642-7642.

# CONTRACTOR'S SUB LIST

City of Aiken Business License Department • 135 Laurens St SW • Aiken, SC 29801  
(803) 642-7642 • [licenses@cityofaikensc.gov](mailto:licenses@cityofaikensc.gov)  
City of Aiken Building Inspections Division • 214 Park Ave SW • Aiken, SC 29801  
(803) 642-7675 • [ccook@cityofaikensc.gov](mailto:ccook@cityofaikensc.gov)

City Code Sec. 12-52 requires each prime contractor to file with the license official a list of sub-contractors furnishing on-site labor or materials for each project. This form must be turned in to the Building Inspections Division prior to obtaining a building permit.

If any of the activities below are being done by the prime contractor's employees (those that receive a W-2), then simply write **Employees** on that line. Please remember that a **sub-contractor** is any person or company that is hired with a contract amount or hourly pay without taxes being deducted. Thank you for your assistance with this matter.

Prime Contractor \_\_\_\_\_ Permit # \_\_\_\_\_

Person Completing Form \_\_\_\_\_ Phone \_\_\_\_\_

Project Name & Address \_\_\_\_\_

Site Manager \_\_\_\_\_ Phone \_\_\_\_\_

Architect \_\_\_\_\_ Engineer \_\_\_\_\_

phone # \_\_\_\_\_ phone # \_\_\_\_\_

Survey \_\_\_\_\_ Ground Treatment \_\_\_\_\_

phone # \_\_\_\_\_ phone # \_\_\_\_\_

Grading/Excavate \_\_\_\_\_ Structural (Exterior) \_\_\_\_\_

phone # \_\_\_\_\_ phone # \_\_\_\_\_

Framing \_\_\_\_\_ Footing \_\_\_\_\_

phone # \_\_\_\_\_ phone # \_\_\_\_\_

Roofing \_\_\_\_\_ Electrical \_\_\_\_\_

phone # \_\_\_\_\_ phone # \_\_\_\_\_

Masonry \_\_\_\_\_ Asphalt/Concrete \_\_\_\_\_

phone # \_\_\_\_\_ phone # \_\_\_\_\_

Mechanical \_\_\_\_\_ Plumbing \_\_\_\_\_

phone # \_\_\_\_\_ phone # \_\_\_\_\_

Gas \_\_\_\_\_ Fire Suppression \_\_\_\_\_

phone # \_\_\_\_\_ phone # \_\_\_\_\_

For Assistance, please call 803-642-7642 or email [licenses@cityofaikensc.gov](mailto:licenses@cityofaikensc.gov)

<u>Sheet Metal</u> _____	<u>Glass Installation</u> _____
phone # _____	phone # _____
<u>Drywall</u> _____	<u>Structural (Int.)</u> _____
phone # _____	phone # _____
<u>Insulation</u> _____	<u>Elevator Install</u> _____
phone # _____	phone # _____
<u>Painting</u> _____	<u>Millwork</u> _____
phone # _____	phone # _____
<u>Cabinetry</u> _____	<u>Carpentry</u> _____
phone # _____	phone # _____
<u>Siding Install</u> _____	<u>Counter Tops</u> _____
phone # _____	phone # _____
<u>Flooring</u> _____	<u>Metal Smith</u> _____
phone # _____	phone # _____
<u>Locksmith</u> _____	<u>Alarm System</u> _____
Phone # _____	phone # _____
<u>Phone/PA/Media</u> _____	<u>Wallpaper Install</u> _____
phone # _____	phone # _____
<u>Garage Door Install</u> _____	<u>Landscape/Irrigation</u> _____
phone # _____	phone # _____
<u>Fencing</u> _____	<u>Central Vac</u> _____
phone # _____	phone # _____
<u>Interior Design</u> _____	<u>Security Service</u> _____
phone # _____	phone # _____
<u>Janitorial</u> _____	<u>Waterproofing</u> _____
phone # _____	phone # _____
<u>Hood Work</u> _____	<u>Dumpster Rental</u> _____
phone # _____	phone # _____
<u>Equipment Rental</u> _____	<u>Portable Toilet Rental</u> _____
phone # _____	phone # _____

For Assistance, please call 803-642-7642 or email [licenses@cityofaikensc.gov](mailto:licenses@cityofaikensc.gov)

**Other** \_\_\_\_\_ **Other** \_\_\_\_\_

**phone #** \_\_\_\_\_ **phone #** \_\_\_\_\_

**Other** \_\_\_\_\_ **Other** \_\_\_\_\_

**phone #** \_\_\_\_\_ **phone #** \_\_\_\_\_

**Please list all suppliers making deliveries to the job site:**

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**Comments:**

**CITY OF AIKEN**  
**APPLICATION FOR NEW BUSINESS LICENSE**

*\*\*All City of Aiken Business Licenses expire June 30 of each year unless otherwise noted\*\**

Please remit with payment to: The City of Aiken • P.O. Box 2458 • Aiken, SC 29802-2458 • Attn: Business Licenses  
Office location: 135 Laurens St. SW • Aiken, SC 29801  
Business license information is available at: [www.cityofaikensc.gov](http://www.cityofaikensc.gov) • 803-642-7642 • [licenses@cityofaikensc.gov](mailto:licenses@cityofaikensc.gov)

**BUSINESS INFORMATION**

BUSINESS START DATE \_\_\_\_\_ NEW ☐ PURCHASE EXISTING ☐ EXISTING BUSINESS WITH NO PRIOR LICENSE ☐

LEGAL NAME OF BUSINESS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

WEB SITE \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

PHYSICAL ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

IF LOCATED  
INSIDE CITY OWN PROPERTY ☐ LEASE ☐ LANDLORD \_\_\_\_\_

LANDLORD MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DOES YOUR BUSINESS LEASE ANY SPACE TO ANOTHER BUSINESS OPERATION? NO ☐ YES ☐ (please attach details)

TELEPHONE NUMBERS: BUSINESS ( ) \_\_\_\_\_ OR ( ) \_\_\_\_\_

FEDERAL EMPLOYERS I.D. NO. \_\_\_\_\_ SC SALES TAX I.D. NO. \_\_\_\_\_ NAICS \_\_\_\_\_

TYPE OF OWNERSHIP: Sole Proprietor ☐ Corporation ☐ Partnership ☐ LLC ☐ Non Profit ☐

STATE LICENSE OR REG. NO. & EXP. DATE - **REQUIRED CLASS-8(CONTRACTOR) LIC.** \_\_\_\_\_

DOES THIS BUSINESS HAVE ANY INDEPENDENT AGENTS WORKING WITH THE COMPANY? NO ☐ YES ☐ IF YES, LIST NAMES: \_\_\_\_\_

TYPE OF BUSINESS- PLEASE DESCRIBE IN DETAIL YOUR BUSINESS ACTIVITY: \_\_\_\_\_

LIST COMMERCIAL & RESIDENTIAL RENTAL PROPERTY ADDRESSES (attach list if necessary) \_\_\_\_\_

**OWNER or CORPORATE OFFICER INFORMATION**

1. NAME (full/legal) & TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ SOCIAL SECURITY NUMBER\* \_\_\_\_\_

DATE OF BIRTH\* \_\_\_\_\_ DRIVER'S LICENSE NUMBER\* \_\_\_\_\_ STATE\* \_\_\_\_\_

2. NAME (full/legal) & TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ SOCIAL SECURITY NUMBER\* \_\_\_\_\_

DATE OF BIRTH\* \_\_\_\_\_ DRIVER'S LICENSE NUMBER\* \_\_\_\_\_ STATE\* \_\_\_\_\_

\* NEEDED ONLY IF BUSINESS OPERATES AS A SOLE PROPRIETORSHIP.

**\*\*\* CERTIFICATION\*\*\***

I UNDERSTAND THAT ISSUANCE OF A CITY BUSINESS LICENSE DOES NOT RELIEVE ME OF THE RESPONSIBILITY OF MEETING ALL CITY OF AIKEN ZONING AND BUILDING CODE REQUIREMENTS, AND THAT I AM SUBJECT TO ALL PROVISIONS OF THE BUSINESS LICENSE ORDINANCE OF THE CITY OF AIKEN.  
I CERTIFY THAT THE INFORMATION GIVEN IN THIS APPLICATION IS TRUE, THAT THE REAL ESTATE TAXES DUE AND PAYABLE TO THE CITY OF AIKEN HAVE BEEN PAID.  
I ALSO FURTHER CERTIFY, UNDER PENALTY OF PERJURY, THAT I HAVE OBTAINED ALL CERTIFICATIONS, LICENSES, PERMITS, OR OTHER REQUIRED DOCUMENTATION IN ORDER TO CONDUCT THIS BUSINESS, OR LICENSED PROFESSION, WITHIN THE AIKEN CITY LIMITS.

\_\_\_\_\_  
OWNER OR AUTHORIZED REPRESENTATIVE TITLE \_\_\_\_\_

**PLEASE REVIEW BOTH SIDES OF THIS APPLICATION. ONLINE ASSISTANCE: [WWW.CITYOFAIKENSC.GOV](http://WWW.CITYOFAIKENSC.GOV)**

### TEMPORARY AND ONE TIME JOB LICENSES ONLY

Construction jobs and other temporary type work will be issued temporary licenses based on the contract amount of the job and are valid for that job site only. In lieu of contractor decals, each work vehicle being operated in the city is required to have a mirror hanger identifying the company, dates of work and city issued business license control number. These should be purchased at the time of application for the business license and cost \$1.00 each. If you have any questions, please ask for assistance.

PROJECT NAME \_\_\_\_\_ LOCATION \_\_\_\_\_

DATES OF WORK \_\_\_\_\_ CONTRACT AMOUNT \$ \_\_\_\_\_

MIRROR HANGERS REQUESTED \_\_\_\_\_ X \$1.00 EACH = \$ \_\_\_\_\_ ADD THIS AMOUNT TO YOUR LICENSE FEE

COMMENTS: \_\_\_\_\_

### CONTRACTOR AND VIDEO / VENDING DECALS

Contractor/Landscaper decals: 1 decal per company vehicle operating in the city.

Number Requested \_\_\_\_\_ X \$5.00 each = \$ \_\_\_\_\_ Add this amount to your license fee

**YOU MAY ONLY PURCHASE DECALS FOR YOUR COMPANY OWNED VEHICLES OR EMPLOYEES WHO RECEIVE A W-2. ALL SUBCONTRACTORS MUST PURCHASE THEIR OWN CITY OF AIKEN BUSINESS LICENSE AND DECALS.**

If you have video/vending machines at your establishment, then please complete the following:

(PLEASE NOTE: You are responsible for these machines on your property unless the company that owns and operates them is properly licensed to operate inside the City of Aiken. All machines that do not display a current decal are deemed in violation of the License Ordinance.)

All Vending Machines (drink, candy, food, merchandise) must have 1 decal per machine

Number Requested \_\_\_\_\_ X \$5.00 each = \$ \_\_\_\_\_ Add this amount to your license fee

Video Machines, Amusement Rides, Jukeboxes-All machines other than Video Poker/Payout Machines

Number Requested \_\_\_\_\_ X \$12.50 each = \$ \_\_\_\_\_ Add this amount to your license fee

Pool Tables

Number Requested \_\_\_\_\_ X \$5.00 each = \$ \_\_\_\_\_ Add this amount to your license fee

### EMERGENCY CONTACTS

NAMES AND TELEPHONE NUMBERS OF PERSONS (MANAGERS, KEYHOLDERS) TO CONTACT IN CASE OF AN EMERGENCY (FIRES, ROBBERY) - FOR COMMERCIAL BUILDINGS IN THE CITY OF AIKEN ONLY.

NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

Please note that the City of Aiken has a 3% Accommodations Tax on lodgings. If your business will include this activity, please ask for an application to set up your account. Additional information is available upon request.

### FOR CITY OF AIKEN FINANCE DEPARTMENT USE ONLY

RATE CLASS \_\_\_\_\_ FEE COLLECTED \$ \_\_\_\_\_ BY \_\_\_\_\_ NAICS \_\_\_\_\_

LICENSE INSPECTOR APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_ CONTROL NUMBER \_\_\_\_\_

**Business located inside Aiken City Limits**  
**CHECKLIST & REQUIRED APPROVALS**

This checklist will help you obtain your City of Aiken Business License. Please return the completed checklist, including all required approvals, and the completed business license application to the Finance Department for processing. Should you have any questions, please contact the Business License Administrator at 803-642-7642.

**APPLICANT INFORMATION**

LEGAL NAME OF BUSINESS \_\_\_\_\_

PHYSICAL ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

Is this property subject to a recorded restrictive covenant that would prohibit the activity that the Applicant is applying for? YES ☐ NO ☐ If you replied yes, please attach a certified copy of the restrictive covenants to this application.

TYPE OF BUSINESS \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_

**Please review the following for additional instruction.**

**A Business addresses located inside the City limits:**

- ***A completed City of Aiken Business License Application***
- ***Approval by the Planning Department, 214 Park Avenue SW 803-642-7608***
- ***For new businesses that will have assembly occupancy, doing any type of cooking or is a major change of occupancy for the location, approval by Public Safety is required. Please call 803-293-7843, the Fire Division Supervisor's office, to setup an inspection - Public Safety does not need to approve home based businesses.***

**B Any other type of business:**

- ***A completed City of Aiken Business License Application***

**FOR CITY OF AIKEN PLANNING DEPARTMENT USE ONLY**

TAX PARCEL # \_\_\_\_\_

ZONING: \_\_\_\_\_

RESTRICTIONS: \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

**FOR AIKEN DEPARTMENT OF PUBLIC SAFETY USE ONLY (if required)**

APPROVED ☐

DENIED ☐

ADDITIONAL COMMENTS OR RESTRICTIONS:

\_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_



## City of Aiken, South Carolina Building Permit Fee Schedule

\$1000 or less	\$35
\$1001 - \$50,000	\$35 for 1 <sup>st</sup> \$1000 and \$5.50 for each addition thousand or fraction thereof
\$50,000 - \$100,000	\$300 for 1 <sup>st</sup> \$50,000 and \$4.50 for each addition thousand or fraction thereof
\$100,000 - \$500,000	\$560 for 1 <sup>st</sup> \$100,000 and \$3.50 for each addition thousand or fraction thereof
\$500,000 and above	\$2020 for 1 <sup>st</sup> \$500,000 and \$2.50 for each addition thousand or fraction thereof

### Plan Check Fees

½ the cost of the permit fee total on all new construction, additions, and remodel/repair projects

<b>Plumbing</b>	
Base Fee	\$13.00
Per fixture	2.50
Sewer Line	5.00
Water Heater	2.50
Repair System	5.00
New Water Serv	5.00
Backflow Dev	2.50
Backflow 5 & up	1.50

<b>Gas</b>	
Base Fee	\$8.00
1-4 Outlets	5.00
Ea. Additional Outlet	1.00
Changeout 1 <sup>st</sup> Outlet	5.00
Changeout ea. add outlet	1.00

<b>Swimming Pool Permit</b>	\$35.00
<b>Moving</b>	\$100.00
<b>Demolition</b>	\$ 50.00

<b>Electrical</b>		
Base Fee		\$13.00
Each 110 v circuit		.20
Each 220 v circuit		.40
	Change	New
0 – 100 Amp	4.50	13.50
101 – 150 Amp	6.50	16.50
151 – 200 Amp	8.50	21.50
201 – 300 Amp	11.50	41.50
301 – 400 Amp	16.50	46.50
401 – 500 Amp	21.50	51.50

<b>Mechanical</b>		
Base Fee		\$13.00
Changeout	\$5.00 for 1 <sup>st</sup> \$1000	\$2.00 for each additional thousand
New	\$10.00 for 1 <sup>st</sup> \$1000	\$2.00 for each additional thousand

**\* Re-Inspection Fee \$50.00**

**\* Please contact City of Aiken Engineering Dept. at 803-642-7610 for information about additional roll cart and utility fees that may apply to your project; for example, water meter fee, water impact fee, sewer impact fee, road repair fees, etc.**





ELECTRICAL PERMIT  
BUILDING INSPECTION DIVISION  
CITY OF AIKEN  
(803) 642-7675  
Fax (803) 642-7672  
buildinginspections@cityofaikensc.gov

Mail payment and copy of this  
application to:

City of Aiken  
Building Inspection Division  
PO Box 1177  
Aiken, SC 29802

Application is hereby made for permit and inspection for the following electrical installation as described and in accordance with the Ordinance of the City of Aiken and subject to approval of the Building Inspector.

DATE: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_

☐ RESIDENTIAL    ☐ COMMERCIAL    ☐ NEW CONSTRUCTION    ☐ ADDITION / ALTERATION

ELECTRICAL PERMIT FEE	QUANTITY	UNIT CHARGE			SUB TOTAL
<b>BASE PERMIT FEE</b>	1	X	\$13.00		<b>\$13.00</b>
110 VOLT CIRCUIT(S)		X	\$.20	=	
220 VOLT CIRCUIT(S)		X	\$.40	=	
NEW 0-100 AMP SERVICE		X	\$13.50	=	
NEW 101-150AMP SERVICE		X	\$16.50	=	
NEW 151-200AMP SERVICE		X	\$21.50	=	
NEW 201-300AMP SERVICE		X	\$41.50	=	
NEW 301-400AMP SERVICE		X	\$46.50	=	
NEW 401-500AMP SERVICE		X	\$51.50	=	
NEW 500AMP SERVICE and up		X	\$56.50	=	
CHANGE 0-100AMP SERVICE		X	\$4.50	=	
CHANGE 101-150AMP SERVICE		X	\$6.50	=	
CHANGE 151-200AMP SERVICE		X	\$8.50	=	
CHANGE 201-300AMP SERVICE		X	\$11.50	=	
CHANGE 301-400AMP SERVICE		X	\$16.50	=	
CHANGE 401-500AMP SERVICE		X	\$21.50	=	
CHG 500AMP SERVICE and up		X	\$26.50	=	
PERMIT AMOUNT TOTAL				=	

REMARKS: \_\_\_\_\_  
\_\_\_\_\_

LICENSED ELECTRICIAN (PRINT): \_\_\_\_\_ PHONE #: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
(STREET/ P.O. BOX) (CITY) (STATE) (ZIP CODE)

EMAIL: \_\_\_\_\_ FAX #: \_\_\_\_\_

SIGNATURE \_\_\_\_\_



MECHANICAL / GAS PERMIT  
BUILDING INSPECTION DIVISION  
CITY OF AIKEN  
(803) 642-7675  
Fax (803) 642-7672  
buildinginspections@cityofaikensc.gov

Mail payment and copy of  
this application to:

City of Aiken  
Building Inspection Division  
PO Box 1177  
Aiken, SC 29802

Application is hereby made for permit and inspection for the following mechanical installation as described  
and in accordance with the Ordinance of the City of Aiken and subject to approval of the Building Inspector.

DATE: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_

☐ RESIDENTIAL    ☐ COMMERCIAL    ☐ NEW CONSTRUCTION    ☐ ADDITION/ ALTERATION

MECHANICAL PERMIT	QUANTITY	UNIT CHARGE			SUB TOTAL
BASE PERMIT FEE	1	X	\$13.00	=	<b>\$13.00</b>
NEW MECH VAL. 1 <sup>st</sup> \$1,000		X	\$10.00	=	
NEW MECH. VAL. EACH ADD. \$1,000		X	\$2.00	=	
CHG. MECH. VAL 1 <sup>st</sup> \$1,000		X	\$5.00	=	
CHG. MECH. VAL. EACH ADD. \$1,000		X	\$2.00	=	
PERMIT AMOUNT TOTAL				=	

GAS PERMIT	QUANTITY	UNIT CHARGE			SUB TOTAL
BASE PERMIT FEE	1	X	\$8.00	=	<b>\$8.00</b>
GAS 1 <sup>st</sup> 4 OUTLETS (quantity = 1)		X	\$5.00	=	
GAS EACH ADDITIONAL OUTLET		X	\$1.00	=	
GAS CHANGE OUT 1 <sup>st</sup> UNIT		X	\$5.00	=	
GAS CHANGEOUT EACH ADD. UNIT		X	\$1.00	=	
PERMIT AMOUNT TOTAL				=	

REMARKS: \_\_\_\_\_

LICENSED PERSON (PRINT): \_\_\_\_\_ PHONE#: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
(STREET/ P.O. BOX) (CITY) (STATE) (ZIP CODE)

EMAIL: \_\_\_\_\_ FAX #: \_\_\_\_\_

SIGNATURE \_\_\_\_\_



PLUMBING PERMIT  
BUILDING INSPECTION DIVISION  
CITY OF AIKEN  
(803) 642-7675  
Fax (803) 642-7672  
buildinginspections@cityofaikensc.gov

Mail payment and copy of  
this application to:

City of Aiken  
Building Inspection Division  
PO Box 1177  
Aiken, SC 29802

Application is hereby made for permit and inspection for the following plumbing installation as described and in accordance with the Ordinance of the City of Aiken and subject to approval of the Building Inspector.

DATE: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_

☐ RESIDENTIAL    ☐ COMMERCIAL    ☐ NEW CONSTRUCTION    ☐ ADDITION./ ALTERATION

PLUMBING PERMIT FEE	QUANTITY	UNIT CHARGE			SUB TOTAL
BASE PERMIT FEE	1 X	\$13.00	=		<b>\$ 13.00</b>
FIXTURE, FLOOR DRAIN, TRAP		X \$ 2.50	=		
SEWER LINE		X \$ 5.00	=		
WATER HEATER		X \$ 2.50	=		
ALT/REPAIR PLBG SYSTEM		X \$ 5.00	=		
NEW WATER SERVICE		X \$ 5.00	=		
BACKFLOW DEV, 1-5		X \$ 2.50	=		
PERMIT AMOUNT TOTAL				=	

REMARKS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE: All plumbing jobs must have a water test on the complete system before work is covered!**

LICENSED PLUMBER (PRINT): \_\_\_\_\_ PHONE# : \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
(STREET/ P.O. BOX) (CITY) (STATE) (ZIP CODE)

EMAIL: \_\_\_\_\_ FAX #: \_\_\_\_\_

SIGNATURE \_\_\_\_\_