



City of Travelers Rest Plan Review Application

I acknowledge that it is my responsibility to:

1. Provide 1 PDF copy of site plan with topography, retention pond, location of storm drainage, calculations and sediment control and architectural/engineering drawings.
2. Plans must include complete working plan for architect life safety code analysis/ADA requirements, structure, electrical, plumbing and mechanical. Plans must be sealed with applicable State of SC Registered Design Professional and firm seal or COA as applicable.
3. We will email you the plan review comments that require revisions. Once these revisions have been made, a transmittal sheet listing the revisions and a complete revised PDF copy of the site plan/architectural/engineering drawings (with the revisions clouded), must be submitted to this office for additional review. We will notify you when the review process has been approved. The final approved PDF file, which includes the Building Official's stamped approval, will be sent back to you to have a hard copy of the approved drawings printed and returned to this office. This hard copy will be the Job Copy, which must be kept on site for the inspector's review. Minimum size drawings accepted are 24"X36".
4. Land Development: Permit must be obtained from Greenville County, if required.
5. Obtain sewer tap or make application for septic tank with DHEC.

Project Name _____

Building location address (verified by Greenville County E911 Department)

Tax map # _____

Total square feet _____ Proposed use _____

Estimated cost of project (including all trades) _____

Project contact person _____

Project contact person phone # _____ Email _____

I have read and understand the above (Signature) _____

Print name _____ Date _____

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OFFICE USE ONLY

Plans received by _____ Date _____ Time _____ Zoning verified _____

Permit type: shell only _____ upfit _____ full review _____

Plans require seal by design professional: yes _____ no _____

Description of applicable SC state law requiring all plans to be sealed: yes _____ no _____ Zoning verified _____