

## 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. The minimum size drawings accepted is 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 \_\_\_\_\_

.....  
**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 \_\_\_\_\_