

City of Travelers Rest Plan Review Application

I acknowledge that it is my responsibility to:

1. Provide 1 PDF copy of civil and architectural drawing.
2. Plans must include a 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. **Email civil and architectural drawings and application to permits@travelersrestsc.com.**
4. We will respond via email with the plan review comments and any required 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, including the Building Official's stamped approval, will be sent to you and must be printed and kept on site for the inspector's review. The minimum size drawings accepted is 24"X36".
5. Land Development: Permit must be obtained from Greenville County, if required.
6. 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: _____

Phone number _____ Email _____

I have read and understand the above

Signature _____

Print name _____ Date _____

OFFICE USE ONLY

Plans received by _____ Date _____ Time _____ Zoning verified YES NO

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