



Town of Fort Mill Policies and Procedures (Building Inspection Division)

Effective Date: 7-1-2019

License-Permit Procedure

Residential Permits:

If you have a SC Residential Home Builders License, you will be able to obtain one Residential Permit as covered by your SC licenses and as a part of this permit all Sub-Contractors (Mechanical, Electrical, Plumbing & Gas etc...) will be listed on your permit as a part of your permit.

If you are NOT a SC Residential Home Builders License or have a not tested/limited SC Residential Home Builders License, a General Contractor or a homeowner etc... you will only be able to obtain a permit for which your license covers. As in the case of a homeowner you can only obtain a permit for the building construction portion of the project at the address in which you live (with a TOFM OWNER-BUILDER DISCLOSURE STATEMENT). Any/all Sub-Contractor (Mechanical, Electrical, Plumbing & Gas etc...) will be required to obtain separate permits for the work in which they are required by SC law to complete.

The individual subcontractor permits will only be issued after your plan has been approved for the complete project.

Commercial Permits:

If you have a SC General Contractor, you will be able to obtain one Commercial Permit as covered by your SC licenses and as a part of this permit all Sub-Contractors (Mechanical, Electrical, Plumbing & Gas etc...) will be listed on your permit and will be as a part of your permit.

ALL CONTRACTORS THAT WORK ON ANY PROJECT INSIDE THE INCORPORATED TOWN LIMITS OF THE TOWN OF FORT MILL, SC MUST HAVE A VALID TOWN OF FORT MILL BUSINESS LICENSE AT THE TIME OF OBTAINING A PERMIT. NO PERMITS WILL BE ISSUED UNTIL ALL PARTIES INVOLVED HAVE A CURRENT TOWN OF FORT MILL BUSINESS LICENSE. ANYONE CAUGHT DOING BUSINESS INSIDE THE INCORPORATED TOWN LIMITS OF THE TOWN OF FORT MILL WILL BE SUBJECT TO A \$500.00 FINE FOR EACH OCCURRENCE COMPOUNDED DAILY.

Submittal Requirements: License-Permit Procedure (Formatted July 1, 2020)

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