



## Contractor Information 2011

The City of Dillon strives to make working in our community a pleasant experience. We are quite eager to assist contractors in the growth, development, and renovation of our town. We are enthusiastic about your projects in our community and know that you will help us in assuring that the construction industry meets or exceeds the standards of the International Building Codes.

Public health, safety and general welfare of our citizens is a top priority within our city. It is our goal to insure that structures within our jurisdiction meet these standards.

We hope that you will find our inspections department knowledgeable, helpful, and efficient. Any suggestions that you may have are always welcome.

Allow us to thank you in advance for your interest in the City of Dillon and your cooperation as you meet our guidelines.

### **What is needed to do business as a contractor?**

A City of Dillon Business License is required of all contractors and subcontractors that will be working on a job. All construction projects must submit a listing of all subcontractors prior to beginning work. Final Inspection will be denied until all subcontractors have purchased the necessary business license and permits. The business license is based on the gross cost of the job. Rates for licenses are as follows:

City Resident Contractor- \$70.00 for first \$2,000 gross  
1.00 each additional \$1,000.

County Resident Contractor- \$95.00 for first \$2,000 gross  
1.50 each additional \$1,000.

Out of County Contractor- \$120.00 for first \$2,000 gross  
2.00 each additional \$1,000.

**\*\*\* ALL permit types requires a contract price be given even though the cost of the job usually have nothing to do with the cost of the permit. This "cost of job" category relates directly to business license.\*\*\***

All contractors involved with work on a residential structure are required to be registered with the South Carolina Home Builders Association. A copy of your wallet card will be required to obtain permits. Applications are available in the permit office. All specialty tradesmen are required to be registered. State licensed Residential Contractors will not need this registration card but will need to provide proof of license.

Proof of not less than five thousand dollars (\$5,000.00) corporate surety bond, executed by a surety company authorized to transact business in the State of South Carolina, is required by all contractors regardless of trade. The said bond shall show the applicant as principals on the bond and condition such that the principal will comply with all provisions of all City of Dillon Ordinances and requirements, including, by way of example but not by way of limitation, building codes, building codes standards, plumbing codes, mechanical codes, housing codes, codes for the abatement of dangerous buildings, fire codes, and fire code standards, pertaining to the type of work that the contractor's or sub-contractor's license is required in respect of and further conditioned that the City, in its sole discretion, or any person or entity that may be injured or damaged by the principal's failure to comply with such ordinances and requirements may bring action upon such bond to recover damages suffered in respect of such failure.

The City of Dillon has a nine member Board of Governors, appointed by Council, that regulates the rules and regulations imposed on the construction industry. Any complaints or grievances against the permitting process, fee schedules, testing, and items requiring a permit may be directed to their attention.

Tradesmen in the Electrical Plumbing, Gas and Technical fields are required to provide proof of proper licensing. South Carolina Master Certificates will be accepted, as will City of Dillon Master cards. Other State licenses may also be accepted. After each individual card or State license is reviewed and verified by the Code Enforcement Office and the Board of Governors, a decision will be made on its validity. A 24-hour wait may be necessary so that we may better research the credentials of a Master Tradesman.

### **Liability Insurance vs. Surety Bonds**

It is often argued that liability insurance is an acceptable alternative to a bonding requirement. Liability insurance does

offer significant protection, but differs from bonds in that liability insurance is designed to protect the policyholder, not the consumer. Only bonds protect the consumer. Liability insurance is a two-party contract between the insurance company and the insured. If a claim is made, it's the insured that files for loss that they have suffered. Bonds a three party instrument, whereby the surety company assures the consumer that the license and permit holder will live up to their obligations. If a claim is made, the consumer can make that claim directly against the bond. If you only have liability insurance in force and the contractor skips town or otherwise is not in a position to make the claim, then the consumer is simply out of luck because that consumer cannot make a claim directly against the contractor's insurance. Surety bonds and liability insurance together are important tool for the protection of consumers. Surety bonds also protect government revenues by guaranteeing that fees, taxes and receipts are Paid. If a contractor goes bankrupt or skips town, the bond may be the only means of collecting these fees.

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*[SURETY BOND SAMPLE – PDF FILE]*

### **City of Dillon Cards**

City of Dillon cards are to be renewed on or before July 1 of each calendar year. Renewals will be reviewed annually by the Board of Governor's. Contractor's who have failed to acquire proper permits, pay fees, or fail to request inspections will be denied cards. Failure to renew a card within 90 days will result in cancellation of the license. A State license will be required before further permits will be issued. Effective July 1, 1994, the City of Dillon will grandfather those persons currently holding City Master Cards, all others will be required to show proof of a State license prior to permit issuance.

Other State regulations may apply to some trades. In the event that there is a more stringent State requirement, the City of Dillon will enforce the State of South Carolina laws.

### **When is a Permit Required?**

The City of Dillon requires permits for all new construction projects as well as many alteration jobs. A Certificate of Zoning Compliance is required before any building or remodeling may take place. Zoning regulations within the corporate limits may prohibit some additions and enclosures. It is very important that these regulations be reviewed well before building is expected to begin.

It is always best to inquire about the need for a permit if there is a gray area. The penalty for work without a permit is a double fee. Fees charged or paid wrongfully will be refunded. It is always better to be safe than sorry.

New construction projects require a 24-hour wait once a complete application is received. All structures that exceed 5,000 square feet must present site plans as well as architectural plans prior to permits being issued. The seal of a registered South Carolina architect or engineer is required on all such structures. All assembly, educational, and institutional occupancies are required to submit sealed drawings as well. Every new construction project is required to submit a written or drawn description of the facility as well as a site schematic showing the location of the building and all side, front, and rear setbacks. No permits will be issued until the needed information is submitted.

Room enclosures, additions, appurtenant structures, porches, and decks must submit written or drawn intentions. These may be rough sketches but dimensions must be exact. The 24-hour application is required although the wait may be waived if sufficient evidence to assure zoning compliance is submitted.

Roofing, pool installation, siding installation and other similar jobs require separate permits. Be sure to check with the office before beginning such jobs. A wait is usually not required but a permit is.

Trailers are required to have permits. A copy of the bill of sale and a plat of the property that the trailer will be placed on is required. The requirement for plat will be waived if the trailer is being placed in a trailer park.

### **Building Permits**

Building permits are based on a fee scale. The total gross cost of the job including all subcontracts will be used to factor the fee. A copy of the actual contract to construct or reliance on the SBCCI Building Valuation table will be used to determine a reasonable assessment of the contract price. (SBCCI updates this table quarterly-- copies of the current table are available at the Permit office.)

## **Building Fee Table**

Estimated Cost of Construction: Permit Fee:

\$2000 or less \$35.00

\$2,001 up to \$15,000 \$35.00 for the first \$2,000 plus \$5.00 for each additional thousand or fraction thereof up to \$50,000

\$15,001 up to \$50,000 \$87.00 for the first \$15,000 plus \$4.00 for each additional thousand or fraction thereof up to \$50,000

\$50,001 up to \$100,000 \$192.00 for the first \$50,000 plus \$3.50 for each additional thousand or fraction thereof up to \$100,000

\$100,001 up to \$500,000 \$317.00 for the first \$100,000 plus \$3.00 for each additional thousand or fraction thereof up to \$500,000

\$500,001 and up \$1,117.00 for the first \$500,000 plus \$2.25 for each additional thousand or fraction thereof.

## **Demolition Permits**

Demolition permits are required for properties being completely removed or torn down. Moving permits are required for houses and trailers that are moved within the City limits or being moved out of the corporate limits. Other requirements of the S.C. Highway Department must also be met. These arrangements are the responsibility of the contractor.

## **Demolition Fees**

A \$50.00 fee will be charged for the filing and clean-up inspection of structures being demolished.

## **Moving Permits**

A \$50.00 fee will be charged for moving any building or structure.

## **Plan Checking Fee**

When a plan is required to be submitted, a plan-checking fee shall be paid along with the building permit fee. The plan checking fee shall be equal to one-half of the building permit as based on the estimated cost of construction. There is no fee for site plan review. Residential Construction exceeding 5,000 square feet require plan review.

## **Pool Permits**

A \$60.00 fee will be charged to cover the inspections needed for the construction and plumbing of a pool. A separate electrical permit will be required.

## **Sign Permits**

Sign permits are required. The permit fee will be based on the actual construction cost of the sign as if it were a building. Signs that exceed 25' in height will require drawings that carry an architect or engineer's seal. A separate electrical permit will be required for lighted or animated signs.

## **Mechanical Trades**

All new mechanical, electrical, plumbing, and gas work will require a permit. Appropriate calculations and information about equipment to be installed will be required.

Heat pump replacement, water heater change out, and service change out require permits. An electrical permit will be required when new branch circuits are added to the panel. Plumbing permits will be required when water supply lines have additions made to them that require a drain. The addition of a new fixture with a supply line and a drain requires a permit.

Simple replacement of an existing outlet or fixture can be made without a permit. The replacement of commodes or faucets does not require a permit. Anytime that gas lines are disconnected and then reconnected, a pressure test is required.

Remember, if there is a question or gray area it is better to ask than to be found doing work without a permit.

Electrical permits are based on service size.

Plumbing permits are based on total number of fixtures or appliances supplied with water and/or sewer.

Gas permits are based on the total number of fixtures.

Mechanical permits will be based on the tonnage or BTU's of the equipment being installed.

## **FEES**

### **Plumbing Fees**

Permit Fee: \$20.00 Sewer Connection: \$ 10.00

Replace or Repair Sewer: \$ 10.00 (10 L.F. or more requires a permit)

Water Connection: \$10.00

Fixture Fee: \$ 2.50 (each fixture) (including water and drainage piping)

Sprinkler Heads: \$ .50 (each) (interior and lawn)

Additional Inspections \$ 20.00

Water Heater Change Out \$ 20.00 flat fee

*(Water line connection, electric supply or gas lines will be inspected at this time. A Master license is required in Plumbing and Electrical or Gas to perform this change out.)*

Lawn Sprinklers require a permit and business license.

Remodeling: No permit required for replacing any fixture or valves as long as water lines or plumbing drainage lines are not moved or altered.

### **Electrical Fees**

Residential

- Permit Fee \$20.00
- New Service- up to 200 amps \$20.00
- Additional amps over 200 \$ .15
- Branch Circuits \$ .50 per pole
- Inspection Fee (card required) \$20.00
- Additional Inspections \$20.00
- Temporary Service Pole \$20.00 flat fee
- Change Out of Service \$30.00 flat fee
- Meter base change out \$35.00 flat fee

Commercial

- Permit Fee \$30.00
- New Service-up to 200 amps \$20.00
- Additional amps over 200 \$ .15
- Branch Circuits \$ 1.00 per pole
- Inspection Fee (card required) \$30.00
- Additional Inspections \$30.00
- Temporary Service Pole \$20.00 flat fee
- Change Out of Service \$35.00 flat fee
- Meter base change out \$35.00 flat fee

### **HEATING AND COOLING**

Permit \$20.00

Up to 5 tons \$ 4.00 per ton

Over 5 tons \$ 2.00 per ton

Duct work (each unit) \$ 20.00

Additional Inspections \$ 20.00

Temporary Start-up Inspection \$ 10.00

Each individual unit is calculated separately while multiple units on the same site may be covered under one permit. Change Out of an existing unit without changing the duct system requires a \$10.00 permit fee and a \$20.00 inspection fee. This permit covers the changing of the electrical circuit to the unit or the installation of a disconnect at the unit. The permit also covers the installation of gas if the unit is replaced with a gas unit.

### **REFRIGERATION**

Permit fee \$30.00

0.1 'to 5 'tons (H.P.) \$10.00  
5.1 'to 15 'tons (H.P.) \$15.00  
15 'tons (H.P.)- up \$20.00

### **FOSSIL FUEL BURNING EQUIPMENT/BOILERS-HEATING EQUIPMENT**

Permit Fee \$30.00  
0.1 'to 50,000 BTU \$10.00  
50,000 'to 100,000 BTU \$15.00  
100,001 'to 200,000 BTU \$20.00  
200,001 BTU -up \$25.00

### **Gas Fees**

Permit Fee and First Outlet \$20.00  
Additional Outlets \$ 5.00 each

### **OTHER REQUIREMENTS**

Inspections are required to close out a permit. It is the responsibility of the contractor to request inspections as work progresses, although it is not unusual for random progress inspection to be made. The Field Inspections Officer will be glad to review the inspections required of each permit issued. Failure to close out permits in a timely and reasonable manner will result in denial of additional permits. Final electrical inspections may be held up until all contractors on a job have been properly inspected and permits have been closed out.

Permits must be paid in full at the time they are issued. Permits must be applied for in person and signed at the time of issuance. Only those contractors that comply with local laws will be issued permits. Individual homeowners are allowed to perform work on their primary residence provided that a permit is obtained.

No business license is required of the homeowner provided they do all of the work themselves or with immediate family members as defined within the City of Dillon Code of Ordinances.

All applicable tap fees and construction fees relating to City utilities are due and payable at the time of application for permits. No permits will be issued until tap fees are paid. Properties located outside of the City limits are required by Council policy to sign to annex into the corporate limits in exchange for access to City owned utilities. No permits will be issued until proper papers are signed.

### **Other Information**

Permits may be obtained in the City of Dillon Code Enforcement Department between the hours of 8:00 -10:00 am and 3:00 -5:00 pm.

Inspections will be performed between the hours of 10:00 - 12:00 am and 1:00 -3:00 pm, except in cases of emergency such as electrical, gas, sewer or water service repair.

Business Licenses may be obtained in the Business License Department between the hours of 8:00 am -5:00 pm.

Copies of all current codes may be reviewed in the local Code Enforcement Office. Copies are also available to purchase at the current SBCCI membership rate: [www.sbcci.com](http://www.sbcci.com)

### **Additional Information and Resources**

State trade licensing information may be obtained by contacting South Carolina Licensing Board for Contractors [www.llr.state.sc.us/pol/contractors](http://www.llr.state.sc.us/pol/contractors)

The South Carolina Residential Home Builders Commission may be contacted at 2221 Devine Street, Suite 530, Columbia, South Carolina 29205 (803) 896-4686: <http://www.hbaofsc.com>

The Southern Building Code Congress may be contacted at 900 Montclair Road, Birmingham, Alabama 35213. (205) 591-1853