

Lexington County SC Commercial Building Permit Submittal Requirements

- Complete Commercial Building Permit Application – create your project through www.BluePrinceportal.com and upload all required documentation & licensure.
- Provide two sets of Hard Copy plans; one for building review + one for Fire review
- One set of digital plans (pdf) – may be emailed to buildinginspections@lexingtoncounty.sc.gov –submit thumb drive with hard copy sets or upload plans through www.BluePrinceportal.com .
- Plan Review Fee payment in the form of check made payable to “County of Lexington” – Receipt will be emailed when project has been created by Development Assistant, Ms. Megan Blakely
- Plan Review Fees as of July 1st, 2025 are:
If the project is less than 1 million, fees are \$295.00. If the project is 1 million or more, fees are \$575.00.
- Plan review may take up to three weeks.
- All Sub-Contractor information for Mechanical, Electrical, and Plumbing must be submitted before the Commercial Master Permit may be issued. Each Sub must complete a Sub-Contractor Permit Application (see attached) with a copy of their SC LLR Contractors License and copy of the license holders ID.
- To Be Determined Submittals – plan review may be conducted without a GC, HOWEVER, a permit will not be generated until the General Contractor of record submits an application with SC LLR & ID. · Zoning, Landscape, & Land Division permits may also be required for your proposed project. These divisions may be reached at (803) 785-8121 or cdcustomerservice@lexingtoncounty.sc.gov

Megan Blakely – Development Assistant – (803) 785-8132

Louise Monts – Commercial Building Permit Assistant – (803) 785-8130

The Community Development Office is located on the fourth floor of the Lexington County Administration Building at 212 South Lake Drive, Lexington, SC 29072

Hours are Monday – Friday, 8:00 am – 5:00 pm. Next day inspection cut-off time is at 4:00 pm Monday – Friday.

