

RESIDENTIAL BUILDING PERMIT — SUBMITTAL & PLAN REVIEW REQUIREMENTS

All required documents must be submitted through the BluePrince Portal. Incomplete submittals may delay plan review and permit issuance.

BEFORE SUBMITTAL

1. **BluePrince Portal Registration** Sign up with: www.blueprinceportal.com to register and login.
2. **Portal Technical Support:** 1-888-592-5336 | bpsupport@harriscomputer.com
3. **Property Address**

For a **new building site, new electrical service, or accessory structure**, contact GIS/Addressing to obtain or verify the property address.

GIS/Addressing: 803-785-1454 | Addressing@lexingtoncounty.sc.gov

4. **Site/Plot Plan**

Show property lines, proposed and existing structures, building dimensions, setbacks from property lines, and distances between structures.

Zoning: 803-785-8121

REQUIRED PLANS & DOCUMENTS

5. **Exterior Elevations** — Front, rear, and both sides showing proposed construction.
6. **Foundation/Footing Plan & Details** — Show building footprint, dimensions, footing and foundation construction, materials, reinforcement, anchorage, and applicable details.
7. **Interior Floor Plan** — Show all walls, rooms, doors, windows, plumbing fixtures, appliances, washer/dryer, sinks, and other applicable fixtures. Show electrical meter and panel locations for new construction or relocated equipment.
8. **Exterior Wall & Roof Details** — Provide applicable construction details. Engineered truss documentation may be provided in lieu of conventional roof framing details when applicable.
9. **Conventional/Stick Framing** — Provide lumber sizes, framing layouts, spacing, headers, beams, and other structural framing information necessary for plan review.
10. **Fire-Resistant Construction** — If construction is within **5 feet of a property line**, provide applicable fire-rated wall and/or soffit details.
11. **Sewer/Septic Documentation**
 - **Septic:** Permit to Construct from South Carolina Department of Environmental Services (DES).
 - **Sewer:** Availability letter from the applicable sewer provider.
12. **Land Development/EPSCA** — Complete and submit the EPSCA form when applicable.

Land Development Review: 803-785-8133
13. **Floodplain Documentation** — If applicable, an elevation survey and/or additional floodplain documentation may be required.

Floodplain Manager: 803-785-8421
14. **Owner-Applicant Documentation** — When the property owner applies for the permit, the required Disclosure Statement & Public Record Notice must be filed with the Lexington County Register of Deeds. A recorded copy must be submitted to Building Inspections before permit issuance.
15. **Applicant/Contractor Identification** — Provide applicant identification. Contractors must provide applicable South Carolina LLR contractor license documentation (wallet card or wall certificate).

BUILDING PLAN REVIEW & CLERK CONTACT INFORMATION 803-785-8130

Email: buildinginspections@lexingtoncounty.sc.gov

Allow 15 business days for Building Plan Review. A permit will not be issued until all applicable divisions of the Community Development Department have completed their reviews and approvals.

Applicants are responsible for monitoring the BluePrince Portal for review comments, additional document requests, approvals, and permit status.