

Lexington County SC Commercial Building Permit Submittal Requirements

- Complete Commercial Building Permit Application
- Provide two sets of Hard Copy plans
- One set of digital plans (pdf) - may be emailed to buildinginspections@lexingtoncounty.sc.gov - our office is not allowed to click on drop boxes. Submit Thumb Drive instead.
- 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. Meghan Blakely.
- Plan Review Fees as of July 1st, 2023 are: If the project is less than 1 million, fees are \$280.00. If the project is 1 million or more, fees are \$550.00.
- 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

Meghan Blakely - Development Assistant - (803) 785-8132

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

Our 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 4:30 pm Monday - Friday.