

Minor Improvement Permit Application



157 NW Columbia Ave P.O. Box 183 Chapin, SC 29036

Instructions

Application Forms and Fees Prior to application processing, an application provided by the Town must be completed and accompanied with all required fees, payable to the “Town of Chapin,” and accompanied by any required documentation, information, and/or plans. An application shall be considered incomplete by the Administrator if any of the above have not been provided or if the Administrator cites that an application is in noncompliance with the code. The Administrator shall not process any applications that are incomplete. Fees for applications are set by the Town Council and are subject to change by resolution adopted by Town Council.

Minor Improvements: Roofing, HVAC, Accessory Additions, Tree Removal, Exterior

Property Owner Information

Owner Name	_____	Application Date:	_____
	<i>First</i> <i>Last</i>		
Property Address:	_____	Phone:	_____
	<i>Street address</i>	Tax Map Number	_____
	City State Zip Code	Email:	_____
Zoning District:	_____	Overlay District:	_____
Proposed Use and Description:	_____ _____ _____ _____		

Applicant Information

Applicant Name:	_____	Phone:	_____
	<i>Last</i> <i>First</i>		
Applicant Signature:	_____	Email:	_____
	<i>Signature</i>		

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Roofing

Existing Roof Material	Asphalt Shingles <input type="checkbox"/>	Membrane <input type="checkbox"/>	Metal <input type="checkbox"/>	Slate <input type="checkbox"/>	Other <input type="checkbox"/>
Proposed Roof Materials	Asphalt Shingles <input type="checkbox"/>	Membrane <input type="checkbox"/>	Metal <input type="checkbox"/>	Slate <input type="checkbox"/>	Other <input type="checkbox"/>
Roof Color	<hr/>				

Are you removing shingles or membrane: Yes No Roof Square Foot:

Exterior Color Changes:

Yes No Provide Brand Name, Color and Code Number:

See attached Approved Color Palette Chart for Color, Name, and Code

Accessory Changes

Consisting of fencing, gazebo, shed, etc. and other similar structures.	Fencing <input type="checkbox"/>	Gazebo <input type="checkbox"/>	Shed <input type="checkbox"/>	Other <input type="checkbox"/>
Describe accessory changes:	<hr/> <hr/>			

HVAC

HVAC work to be completed:	Replacement <input type="checkbox"/>	Repair <input type="checkbox"/>	Additions <input type="checkbox"/>	New <input type="checkbox"/>	Other <input type="checkbox"/>
Description of work to be completed:	<hr/> <hr/>				

Tree Removal

Trees are typically approved for removal if they meet one or more of the following criteria: (Please indicate appropriate criteria)	Deceased <input type="checkbox"/>	Dead <input type="checkbox"/>	Dying <input type="checkbox"/>
Tree removal of more than three (3) trees or extensive clearing will require an application of a Zoning Permit			
Tree Circumference:	<hr/>		
Tree Height:	<hr/>		

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FOR STAFF USE ONLY

Date Submitted:	Permit #
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Fee:	Fee Received? Yes <input type="checkbox"/> No <input type="checkbox"/>	Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Reasons for Disapproval:

Is this a resubmittal?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Original Permit #
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Approval:	Date:
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Conditions of Approval:

CODE COMPLIANCE INSPECTION

Approval:	Date:
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*****NOTE: A separate Zoning Permit will be issued for approval for scope of work prior to any performance of project improvements*****