

WELCOME TO DARLINGTON COUNTY!

**A Booklet of Important Information
You'll Need to Know!!**

REQUIREMENTS FOR CONSTRUCTING A HOUSE

ANSWERS TO QUESTIONS ABOUT:

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IMPORTANT ADDRESSES, TELEPHONE NUMBERS AND OFFICE HOURS

DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL (DHEC)

Darlington/Society Hill (843) 398-4401

Office Hours: 8:30 AM – 5:00 PM

Hartsville/Lamar (843) 332-7303

Office Hours: 8:30 AM – 5:00 PM

TAX ASSESSOR'S OFFICE

1 Public Square

Courthouse, Room 309

Darlington, SC 29532

(843) 398-4180

Office Hours: 8:30 AM – 5:00 PM

PLANNING COMMISSION

1 Public Square

Courthouse, Room 405

Darlington, SC 29532

(843) 398-4610

Office Hours: 8:30 AM – 5:00 PM

BUILDING CODES ENFORCEMENT

102 Exchange Street (alley entrance)

Darlington, SC 29532

(843) 398-4011

Office Hours: 8:30 AM – 5:00 PM

PEE DEE ELECTRIC COOPERATIVE

Darlington District (843) 665-4070

Office Hours: 8:00 AM – 5:00 PM

CAROLINA POWER & LIGHT (CP&L)

Florence 1-800-452-2777

Office Hours: 9:00 AM – 5:00 PM

BELLSOUTH

Florence/Darlington/Hartsville/Society Hill (803) 780-2355

GTE

Lamar (843) 326-5243

SCDOT Maintenance

111 Lamar Hwy

Darlington, SC 29532

(843) 393-6171

Office Hours: 8:30 AM – 5:00 PM

STEP 1: DEED AND PLAT APPROVAL

1. Deed and/or Plat must be brought to the Darlington County Planning Commission Office before a permit can be released from DHEC.
2. If the approval is for an existing parcel, a copy of the original recorded deed and/or plat must be brought into the Planning Office.
3. If the approval for a new division of property, the new deed and plat must be brought into the Planning Office to be stamped approved.

STEP 1A: SCDOT DRIVEWAY APPROVAL (On a State Highway or Road)

If you need a new driveway or have an existing which may need widening because you are adding a new residence to your lot, you will need approval and possibly an encroachment permit from SCDOT. Bring SCDOT approval back to Planning Office.

STEP 2: APPLY FOR A NEW SEPTIC TANK PERMIT

1. Obtain an "Application for Permit to Construct an Individual Sewage Treatment Disposal System" from your local DHEC.
2. The application should be filled out, including precise directions to the lot and a sketch of the proposed lot layout.
3. A copy of the Planning Commission approved deed and/or plat for the property must be attached to the application (Dimensions must be shown).
4. The tax map identification number must be included on the form. This number is very important. If the number is not known, it can be obtained from the Tax Assessor's Office.
5. Stake the lot corners and mobile home corners, as well as the proposed septic tank stubout and proposed well location. Post the yellow "Site Sign" (received with the application) at the front of the lot. (All lots must be staked prior to the Environmental Health Manager's visit)

THE LOT MUST BE EASILY ACCESSIBLE TO THE ENVIRONMENTAL HEALTH MANAGER

6. When all of the above steps have been completed, return the application with attachments to the local DHEC office.
7. Fee of \$100.00 with receipt of the application.

ALL INFORMATION MUST BE COMPLETED IN ORDER TO PREVENT DELAYS IN PROCESSING

STEP 3: RECEIVING AN ADDRESS:

****THIS INFORMATION MUST BE BROUGHT IN - AN ADDRESS WILL NOT BE GIVEN OUT OVER THE TELEPHONE**

YOU MUST HAVE:

1. A septic tank permit from DHEC
2. The building permit application. This can be obtained from the Planning Commission office or the Building Codes office. This application must be filled-in.
3. The tax map identification number. This can be received from the Tax Assessor's office.
4. An approved copy of the deed or the property owner's name and plat of the land.

**** THIS IS A TEMPORARY ADDRESS. A PERMANENT ADDRESS WILL BE ASSIGNED TO YOUR HOME UPON COMPLETION OF CONSTRUCTION AND FINAL INSPECTION.**

STEP 4: OBTAIN A BUILDING PERMIT

ALL BUILDING PERMITS ARE ISSUED IN THE BUILDINGCODES OFFICE.

YOU MUST HAVE:

1. Contractor's name and license number
2. Septic Tank permit from DHEC
3. Tax Map Identification number.
4. Completed application

**** IF A LICENSED CONTRACTOR IS USED, THE BUILDING PERMIT WILL ONLY BE ISSUED TO THE CONTRACTOR.**

**** IF AN INDIVIDUAL IS ACTING AS CONTRACTOR TO BUILD THEIR OWN HOME, THE INDIVIDUAL WILL BE ISSUED THE BUILDING PERMIT.**

STEP 5: RECEIVING ELECTRICITY

YOU MAY OBTAIN TEMPORARY SERVICE WITH THE FOLLOWING:

1. Septic Tank Permit
2. Building Permit
3. E911 Address

Throughout the building process, you will be responsible for setting inspection times with the Codes Enforcement Office. A 48 hour notice is required for all inspections.

YOU WILL RECEIVE PERMANENT ELECTRICITY ONLY AFTER THE FINAL INSPECTION HAS BEEN COMPLETED BY THE BUILDING CODES OFFICE.

STEP 6: GETTING TELEPHONE SERVICE

The correct E911 address will be needed to obtain telephone service.

EXISTING SEPTIC SYSTEMS

- 1. Go to DHEC to pickup application**
- 2. Go to Planning Commission Rm 405 Courthouse to get paperwork checked for Flood Hazard Area**
- 3. Go to DHEC to get Blue copy for existing septic system**
- 4. Go to E911 Addressing Rm 405 Courthouse to verify E911 Address**
- 5. Go to Building Codes (102 Exchange Street) for Building Permit**

