



City of
Tega Cay, South Carolina

www.tegacaysc.org

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APPLYING FOR PERMITS GUIDE

The following is a summarized guide to apply and obtain permits within the City of Tega Cay, SC. All associated required documents and fees may vary depending on the scope of work proposed. Please contact the Development Services Department or visit the [City website](#) for any questions, concerns, or further assistance.

1. Determine Permit Requirements:

- Visit the City of Tega Cay website to understand the necessary permits and associated fees.
- Any work performed by any person, not the homeowner, must have a valid City of Tega Cay business license. Any work performed by the homeowner must complete and record a Homeowners Disclosure Statement form with the York County Register of Deeds Office.
 - Any person, business, contractor, or subcontractor may apply for a business license and pay associated fees at the time of applying for permits.
 - Contact the Business License Official or visit the [City website](#) for any questions or to request additional information.

2. Prepare and Submit Your Application:

- Gather necessary documents based on the proposed scope of work such as property surveys, site plans, building drawings, manufacture specifications, and any other supporting materials.
- For zoning permit application process visit the [City website for specifications](#).
- Ensure you have a current survey of your property. If not, you can obtain one from the York County Register of Deeds Office or the York County GIS website.
- Apply online through the [Evolve permit portal](#).
- The Development Services Department will review your application for compliance with [City codes](#) and ordinances.
 - Staff may contact you for additional information or clarification.
 - Wait for permit approval and pay any applicable fees based on scope of work.

3. Obtain Your Permit and Schedule Inspections:

- Once approved, you will receive your permit(s).
- Ensure you have a copy on-site or display the permit during your project construction and/or event activities.
- Schedule any required inspections throughout the course of your project.