



City of Clemson

PLANNING & CODES ADMINISTRATION

1250 Tiger Blvd., Suite 4 • Clemson, SC 29631-2662 • (864) 653-2050 • Fax (864) 653-2057 • www.cityofclemson.org

OWNER / BUILDER DISCLOSURE STATEMENT

The city of Clemson, Planning and Codes Administration Office provides this form in compliance with SC Code of Laws Title 40, Chapter 59, Article I, Section 40-59-260.

State Law requires residential construction to be done by licensed residential builders and specialty contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own builder even though you do not have a license. You must supervise the construction yourself. You may build or improve a one-family or two-family residence. The building must be for your own use and occupancy. It may not be built for sale or rent. If you sell or rent a building you have built yourself with two years after the construction in complete the law will presume that you built it for sale or rent, which is a violation of this exemption. You may not hire an unlicensed person as your residential builder or specialty contractor. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances. Your construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

If a residential building or structure has been constructed by an owner under the exemption provided for in this section, the owner of the residential building or structure must promptly file as a matter of public record this notice with the Register of Deeds, indexing the owner's name in the grantor's index, stating that the residential building or structure was constructed by the owner as an unlicensed builder. Failure to do so revokes the statutory exemption.

Table with 2 columns and 6 rows: Address, Tax Map Number, Owner(s) Signature(s), Print Name(s), Witness 1, Witness 2

State of South Carolina
County of Pickens

The foregoing instrument was acknowledged before me this date _____

By _____ (name of person acknowledged)

Sworn and subscribed before me this _____ day of _____ 20_____

_____(Seal)

Notary Public for South Carolina

My commission expires _____

OWNER / BUILDER DISCLOSURE STATEMENT GUIDE

The Owner/Builder Disclosure Statement must be provided to any homeowner who wants to use the licensing exemption provided in State Law to:

- Build a structure
- Alter a structural portion of a building, or
- Perform electrical, plumbing or HVAC work

when a license would otherwise be required.

To obtain a permit, the form must be signed, notarized and recorded at Pickens County Register of Deeds Office located at 222 McDaniel Avenue, Suite B-5, Pickens. There will be a filing fee charged. The phone number is 864-898-5868.

Directions to the Pickens County Register of Deeds Office:

From Clemson

Take Hwy 93 to Liberty. Turn onto Hwy 178 towards Pickens. Follow Hwy 178 to stop light at intersection with LEC Road. Turn left onto LEC Road and go to stop sign (McDaniel Avenue). Turn left onto McDaniel Avenue. Follow McDaniel Avenue approximately 1/2 mile and the Pickens County Administration Building will be on the right.

Or

Take Hwy 123 towards Easley. Turn left onto Hwy 8. Follow Hwy 8 towards Pickens. Turn left onto LEC Road and go to stop light (Hwy 178). Stay straight at light and proceed to stop sign (McDaniel Avenue). Turn left onto McDaniel Avenue. Follow McDaniel Avenue approximately 1/2 mile and the Pickens County Administration Building will be on the right.