



## CITY OF CHARLESTON

### Certificate of Construction Completion (CCC) Checklist

(Previously Known as Certificate of Occupancy)

#### COMMERCIAL & MULTI-DWELLING UNIT PROJECTS

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Please send CCC requests to [inspections@charleston-sc.gov](mailto:inspections@charleston-sc.gov)

**Please allow three (3) business days to process**

To obtain a certificate of construction completion (CCC) for permitted and completed construction, the following information and inspections must be completed as applicable for the project.

- Use The City's Citizens Access Portal (CAP) to **view permits and schedule inspections** (*free account required*)  
[charleston-sc.gov/cap](http://charleston-sc.gov/cap)
- Unsure **what approvals are required** for your project?  
Contact the Development & Construction Services Team - 843.727.4626
- Projects located within the **Old City and Old & Historic Districts**  
Contact Board of Architectural Review Division (BAR) - 843.579.6415
- Projects with **proposed parking**  
Contact Zoning & Codes Division - 843.724.3781
- Projects with parcels having **existing grand trees** - 24" DBH or greater  
Contact Zoning & Codes Division - 843.724.3781
- Projects requiring **height, area and setback** approval  
Contact Zoning & Codes Division - 843.724.3781
- Projects requiring **Board of Zoning Appeals (BZA)** approval  
Contact Zoning & Codes Division - 843.724.3781
- Projects located within the **Design Review Board (DRB)** zones  
Contact Design Review Board Division (DRB) - 843.579.6415
- Project that include **disturbance to right-of-ways** - curb cuts, sidewalks, driveway aprons, seeding, irrigation  
Contact Engineering Division - 843.724.3782
- Project that includes **permanent structural stormwater management [Best Management Practices (BMPs)]**  
detention ponds, underground detention, water quality vaults, etc.  
Contact Department of Stormwater Management – 843.724.3761

- Project including **sewer connections, grease traps and required utility impact fees**, The City requires utility approval confirmation (*utility email or utility receipt*)
  - Contact Charleston Water System - 843.727.6800
  - Contact James Island Public Service District – 843.762.5258
  - Contact North Charleston Sewer District – 843.764.3072
  - Contact St. Johns Water Company – 843.559.0186
  
- Projects installing **septic tanks**, City requires DHEC approval confirmation (*utility email or utility receipt*)
  - Contact Department of Health & Environmental Control (DHEC) – 843.202.3200
  
- Projects in A, AE, V and VE designated special **flood hazard zones**
  - Contact Building Inspections – 843.577.1685
    - Final Base Flood Elevation Certification (All zones) - submission and approval prior to building final inspection request
    - V-zone Design Certification (V &VE zones only) - submission and approval prior to permit issuance and prior to building final inspection request
    - V-zone Breakaway Wall Certification (V &VE zones only) - submission and approval prior to permit issuance and prior to building final inspection request
    - FEMA Floodproofing Certificate for Non-Residential Structures (if applicable)
  
- Multi-dwelling unit projects in “**MU-1/WH**” or “**MU-2/WH**” zones
  - Contact Department of Housing & Community Development - Contact 843.724.7353
  
- Projects with **added right-of-way street trees and street lights**
  - Contact Parks Department - 843.965.4054
  
- Projects with **fire alarm, fire suppression/sprinkler, fire service underground and kitchen hood suppression** systems
  - Contact Fire Marshals Division - 843.724.3429

- **Building and Fire Code Inspections**

- All the following inspections can be scheduled through The City’s Customer Access Portal (CAP) - [charleston-sc.gov/cap](http://charleston-sc.gov/cap)
- The following inspections may, or may not, be required depending on the project scope of work
- Unsure what inspections are required, or can’t find your inspection on CAP? Contact [inspections@charleston-sc.gov](mailto:inspections@charleston-sc.gov)
- All permits require a final inspection

**Building Permit**

- Foundation – *continuous & spread footings, foundation walls, piles and piers*
- Foundation Wall – *block-fill and bond-beams*
- Slab Inspection – *monolithic slabs, raised slabs and on-grade slabs*
- Fire Rated Assembly – *walls and floor/ceiling*
- Sheathing Inspection
- Strapping/Tie-down Inspection
- Framing Inspection – *all applicable fuel-gas, plumbing, mechanical, electrical, fire alarm and fire sprinkler rough inspections and under construction base flood elevation certificate must be approved prior framing inspection request*
- Insulation Inspection
- Building Fire Final Inspection *(Fire Marshals Division)*
- Zoning Final Inspection *(Zoning & Codes Division)*
- Engineering Final Inspection *(Engineering Division)*
- BAR/DRB Final Inspection *(DRB/BAR Divisions)*
- Parks Final Inspection *(Parks Department)*
- Building Final Inspection - *all applicable gas, plumbing, mechanical, electrical, fire alarm and fire sprinkler final inspections, final base flood elevation certificate and V-zone certificates must be approved prior building final inspection request*

**Electrical Permit**

- T-Pole; Pre-power & Service Inspection *(if applicable)*
- Slab Inspection – *below slab elements (if applicable)*
- Rough Inspection *(before concealment)*
- Above Ceiling Inspection *(if applicable)*
- Pre-power & Service Inspection *(if applicable) - Once the inspection is approved, The City sends release to the utility for the building to be energized*
- Final Inspection

**Plumbing Permit**

- Slab – *below slab elements (if applicable)*
- Sewer-lateral Inspection – *building to right-of-way/utility (if applicable)*
- Water-lateral Inspection – *building to right-of-way/utility (if applicable)*
- Rough Inspection *(before concealment)*
- Above Ceiling Inspection *(if applicable)*
- Plumbing Roof Drain, Primary *(if applicable)*
- Plumbing Roof Drain, Secondary *(if applicable)*
- Final Inspection

**Mechanical Permit**

- Rough Inspection
- Above Ceiling Inspection *(if applicable)*
- Test & Balance Inspection *(if applicable)*
- Final Inspection

**Fuel Gas Permit**

- Slab – *below slab elements (if applicable)*
- Rough Inspection *(before concealment)*
- Above Ceiling Inspection *(if applicable)*
- Pre-service Inspection *(if applicable) - Once the inspection is approved, The City sends release to the utility for the building to be charged*
- Final Inspection

**Fireplace Permit**

- Rough Inspection *(before concealment)*
- Framing Inspection
- Final Inspection

**Mechanical Kitchen Hood**

- *Type II Hood Also Requires a Fire Kitchen Suppression Permit*
- Rough/Overhead Inspection (*before concealment*)
- Final Inspection

**Fire Kitchen Suppression Permit (Type II Hood)**

- Final Inspection

**Fire Alarm Permit**

- Rough Inspection (*before concealment*)
- Overhead Inspections (*before concealment*)
- Final Inspection

**Fire Underground Service Permit**

- Underground Material Certificate
- Hydro/Flush Test (*and air for dry systems*)
- Final Inspection

**Fire Sprinkler Permit**

- Above Ground Material Certificate
- Rough/Overhead Inspection (*before concealment*)
- Hydro/Flush Test (*and air for dry systems*)
- Final Inspection

**Fire Pump Permit**

- *Also Requires an Electrical Permit*
- Fire Pump Acceptance Test
- Framing Inspection
- Final Inspection

**Fire Temporary Standpipe for Construction**

- Rough/Overhead Inspection (*before concealment*)
- Hydro Test (*and air for dry systems*)

**Emergency Response Radio Service Permit**

- Rough (*before concealment*)
- Final Inspection

**Fire Clean Agent System Permit**

- Fan Test
- Rough/Overhead Inspection (*before concealment*)
- Final Inspection