



SINGLE FAMILY NEW CONSTRUCTION CHECKLIST

Notes:

1. If the project is located in Board of Architectural Review (BAR) jurisdiction see BAR submittal requirements located at www.charleston-sc.gov/index.aspx?NID=293. For new Single Family Dwellings, this includes properties located south of Line Street on the peninsula and other design corridors.
2. Owners building their own home must register with the Register of Deeds as a non-licensed contractor prior to obtaining building permits. See forms at <http://www.charleston-sc.gov/index.aspx?nid=325>.
3. For Critical Line Buffer information, see requirements for lots with a platted OCRM Critical Line Buffer. Contact Zoning with questions at 843-724-3781.
4. If the new residence is considered an Affordable Housing project, a letter must be submitted by the City's Housing and Community Development department stating that the construction meets the Affordable Housing Ordinance requirements. It may be addressed to the Zoning Administrator.

SUBMITTAL REQUIREMENTS

Submit plans to: **City of Charleston Customer Service Coordinator** who is located in the Permit Center, 2 George Street. Below is a checklist of required documents for submittal of a New Single Family Dwelling. **Please note that incomplete submittals will not be accepted for review.**

ALL PLANS MUST BE TO SCALE

- Residential New Single Family Permit Application**
 - [Single Family New Construction Application](#)
- 1 IECC (International Energy Conservation Code Form)**
- 1 Manual J detailing HVAC calculations**
- Site Plan—3 copies are required to be submitted and must include the following information:**
 - Front, rear, and side setbacks; north arrow; and any easements
 - Elevation of adjacent curb—(Zoning Ordinance defines height of a building as measured from the adjacent curb to the highest point of the finished roof)
 - The adjacent curb elevation may be shown on the elevation drawings or shown on the site plan. If shown on the site plan, you must also include the finished elevation at the site of the building.
 - Accurate footprint of all proposed buildings including location of exterior stairs, decks, porches, HVAC platforms, driveways, etc.
 - Tree survey or tree statement with written verification that **“No trees 24” DBH or greater exist on this property.”**

- Adjacent water features labeled correctly and any correlating buffers—see information link on page one. (Note: Properties subdivided before September 12, 2000 are exempt from the City’s Critical Line Buffer Requirements).
- Any easements or encroachments into the public right of way.
- If applicable, properties that have obtained a variance or special exception from either Board of Zoning Appeals or Board of Architectural Review shall include a copy of their previously approved site plan indicating the meeting date in which approval was granted.
- Attached structures shall submit site plans that show the entire building in relationship to the existing property lines.



Building Plans—2 copies are required to be submitted and must include the following information:

- Edition of International Residential Code used in design.
- Plans by a registered design professional must have original seals and signatures.
- Proof of International Energy Conservation Code ([IECC](#)) Compliance.
- Structures in Flood Zone required for Engineering; V- zone design certificates are required when applicable:
 - [Design Certificate](#)
 - [Breakway Wall Design Certificate](#)
- North, South, East & West scaled elevation drawings; include roof pitch and chimney height above roof; elevation of adjacent curb- (Zoning Ordinance defines height of a building as measured from the adjacent curb to the highest point of the finished roof).
- Foundation plan with footing size, foundation walls or piers height above grade, rebar size and quantity.
- Framing details of floor, wall, ceiling, roof, headers, beams, and girders— include size, species, spans and spacing of framing members and wall section showing a continuous load path from roof to footing.
- Floor plans showing all rooms and their intended use, stairs, hand and guardrails, closets, cabinets, fireplaces, bath and kitchen fixtures; show location, type and size of windows and doors, electrical layout with location of smoke alarms (*Note: Windows must show DP rating).
- Indicate how glazing will be protected from windborne debris.
- Structural details, such as brick veneer attachment if more than one story above grade, size and thickness of wood structural panels, component and cladding loads, and nailing patterns.

NOTE: An engineering permit and inspection by the Engineering Division is required for driveways, sidewalks, and walkways in the public right-of-way prior to the issuance of a Certificate of Occupancy. Call 724-3782 for permit information and inspection requests. An engineering permit is also required when installing irrigation in the public right-of-way but Public Works approval must be obtained first. Call 724-3761 for information on the Public Works approval process.

- <http://www.charleston-sc.gov/index.aspx?nid=339>
- [Engineering Permit Application](#)

City of Charleston New Single Family Permit Application

Name and Address of Property Owner _____

Contractor _____ Cell No. _____

Office No. _____ E-mail _____

State License No. _____ City Business License No. _____

Lot _____ Block _____ Parcel _____ Address (if known) _____

Subdivision _____ Phase _____ TMS _____ Zoning _____

Heated Square Feet 1st floor: _____ 2nd floor: _____ 3rd floor: _____

Unheated Square Feet (Includes garages, porches, decks) _____

Actual setbacks: Front _____ Rear _____ North/East Side _____ South/West Side _____

Height of Dwelling: _____ (measured from the curb to the highest point of the finished roof)

*Is this an Affordable Housing Project? _____ (If yes, a letter must be included with this application stating that the construction meets the Affordable Housing Ordinance requirements.)

REVIEW REQUIRES THE FOLLOWING PLANS WITH THIS APPLICATION:

Please see checklist for full requirements. Plans will not be accepted if all requirements have not been met.

1. **THREE (3) SCALED SITE PLANS** should be prepared, signed and sealed by a South Carolina licensed professional (i.e. surveyor or engineer; include state registration number on the site plan)
2. **MANUAL J** detailing HVAC calculation- 1 copy
3. **INTERNATIONAL ENERGY CONSERVATION CODE FORM** 1 copy
4. **TWO (2) SETS of BUILDING PLANS**
 - Indicating the height of all buildings measured from curb line elevation, or street elevation if there is no curb, to the highest point of the finished roof.
 - Plans by a registered design professional
 - Foundation plan
 - Framing Details or floor, wall, ceiling, roof, headers, beams, and girders
 - Floor Plans
 - Indicate how glazing will be protected from windborne debris
 - Structural details

NOTE: An Engineering permit and inspection by the Engineering Division is required prior to the issuance of a Certificate of Occupancy. Call 724-3782 for permit information and inspection requests.

For customer service, please contact the Customer Service Coordinator at 843-724-7450

For technical information, please contact the following:

GIS	843-805-3230	Zoning	843-724-3755
Engineering	843-724-3782	Inspections	843-724-7448

-I certify that the information on the application and its attachments is correct, that the proposed improvement(s) comply with private neighborhood covenants, if there are any, and that I am the owner of the subject property or the authorized representative of the owner. I authorize the subject property to be inspected for verification of same.

Applicant's Signature _____ Date _____

You must fill out the second section of this application for your submittal to be considered complete. The International Residential Code Correction Sheet (IRC) is required by the Building Inspections Division for plan review.



CITY OF CHARLESTON, SC

BUILDING AND TRADE PERMIT FEE SCHEDULE

APPROVED BY ORDINANCE NO. 2017-_____

EFFECTIVE JANUARY 1, 2018

APPLICABILITY

The following is a description of fees charged for permits issued by and for various services performed by the City of Charleston Building Inspections Division, Department of Public Service. Fees herein are only applicable for Building Inspections Division. Other fees may apply, but not limited to, the following: City Fire Marshals Division, City of Charleston Business License; South Carolina Contractor's License; City Engineering Services; Board of Architectural Review (BAR); Design Review Board (DRB); Board of Zoning Appeal (BZA) and; Technical Review Committee (TRC).

NOTES

1. No permit or certificate may be issued, or service rendered, until the applicable fees have been paid in full, unless authorized by the Chief Building Official or his/her designee.
2. Where the term "Residential" is used in this schedule, the fee is applicable to those residential buildings, structures and trades subject to the South Carolina Residential Code. Where the term "Commercial" is used in this schedule, the fee is applicable to all other buildings, structures and trades subject to the South Carolina Building Code or South Carolina Existing Building Code.
3. When fees are based on **construction cost**, the permit applicant shall, when requested, provide supporting documentation of the total construction cost. The total construction cost shall include all involved labor and material valued at the current retail market value, plus overhead and profit (total contract price.) A copy of a ratified contract between the party providing services (applying for permit) and the receiver of those services, or the detailed cost estimate will satisfy this requirement. When work involves a property owner exempt from state and local licensing, a copy of material estimates and/or contracts with applicable contractors will satisfy the requirements.

PERMIT APPLICATION FEE

A non-refundable permit application of \$40.00 is required for all building and trade permits. The application fee is in addition to any applicable permit fees.

PLAN REVIEW FEE

When the valuation of the proposed construction exceeds \$1,000 and building plans are required to be submitted for review and approval, a plan review fee shall be paid. The plan review fee shall be equal to one-half of the building permit fee. The plan review fee is in addition to the application and permit fee.

RE-INSPECTION FEE

A re-inspection fee of \$100.00 may be charged when a re-inspection is required as a result of the permit holder having failed to meet the requirements of the applicable code after the initial and follow-up correction inspection is required. In the event that more than one re-inspection is required to approve any element of construction for the same violations found in the initial inspection or if access cannot be achieved for a requested inspection, a re-inspection fee of \$100.00 will be applied to the subsequent inspections to satisfy the code requirements.

PENALTIES

Where work for which a permit is required by this code is started or proceeded prior to obtaining said permit, the fees herein specified shall be doubled, but the payment of such double fee shall neither relieve any persons from fully complying with the requirements of this code in the execution of the work nor from any other penalties prescribed herein.

REFUNDS

Refund of fees are only applicable to those services not yet rendered by The City and are only authorized by the Chief Building Official or his/her designee. A request, in the form of letter, shall be submitted stating what services have not been provided by the City and shall be reviewed and approved by the Chief Building Official or his/her designee prior to refunds issued by The City. Furthermore, such request shall be made within six (6) months from date of permit application or the last inspection.

BUILDING PERMIT FEES

The total building permits fee includes the Application Fee, Permit Fee and Plan Review Fee (if applicable). **Note** - Permit fees are for the cost of building inspections. Separate permit fees for trade/sub inspections are stated below.

❖ RESIDENTIAL NEW CONSTRUCTION PERMITS

The permit fee for new residential buildings shall be calculated using the below construction valuation table for each construction area, summed and applied to the below permit fee table (*refer to example calculation on page 7*).

** Building permit fees for single family residential new construction are based on valuation of construction. Construction valuation is determined by the City’s Building Official, based on the most current Building Valuation Data, Square Foot Construction Costs, as published by the International Code Council. Upon determination of the valuation, the Building Official will set the amount of the permit fee according to the fee schedule.

There is a fee waiver of 100% for all building permit fees required for new construction of single family detached residences used only as Affordable Housing as that term is defined in Chapter 54 of the Code of the City of Charleston (Zoning Ordinance) and so certified by the City’s Department of Housing and Economic Development. Requests for fee waivers should be submitted to the Building Inspections Division of the Department of Public Service.

APPLICATION FEE \$40.00 (The application fee is in addition to the Building Permit Fee and Plan Review Fee)

PLAN REVIEW FEE Equal to 50% of building permit fee

New Residential Valuation Table	
<i>Project Area</i>	<i>Construction Cost per Square Foot (ft²)**</i>
Building Structures, Finished Areas	\$116.15/ft ²
Building Structures, Unfinished Areas	\$45.92/ft ²
Accessory Structures, Heated	\$116.15/ft ²
Accessory Structures, Unheated	\$45.92/ft ²
Porches, decks, Patios	\$45.92/ft ²

Building Permit Fee Table	
<i>Construction Valuation</i>	<i>Valuation Based Building Permit Fee Rate</i>
\$1000 or less	Application Fee Only – The application fee may not be required, refer to the Code of the City of Charleston, Section 27, Article II, Chapter 7, §109.2(c)
\$1,001 to \$50,000	\$15.00 for the first \$1,000 construction valuation, plus \$5.00 for each additional thousand or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$260.00 for the first \$50,000 construction valuation, plus \$4.00 for each additional thousand or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$460.00 for the first \$100,000 construction valuation, plus \$3.00 for each additional thousand or fraction thereof, to and including \$500,000
\$500,001 and up	\$1660.00 for the first \$500,000 construction valuation, plus \$2.00 for each additional thousand or fraction thereof



City of Charleston

JOSEPH P. RILEY, JR.
Mayor

South Carolina

LAURA S. CABINESS, P.E.
Director

Department of Public Service

The following is provided as require by “Title 40 Chapter 59 Section 40-59-260” of the Code of Laws of South Carolina:

Disclosure Statement

State law requires residential construction to be done by licensed residential builders, specialty contractors or general contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as 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 residence. The building must be of your own use and occupancy. It may not be built for sale or rent. If you sell or rent a building you built or improved yourself within two years after the construction is 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 builder or 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 law, ordinances, building codes and zoning regulations.

Your Certificate of Occupancy cannot be approved until you have filed as a matter of public record with the Charleston County RMC Office or Berkeley County Register of Deeds, indexed under the owner(s) name in the grantor’s index, the copy of the Notice of Non-Licensed Owner’s Intent to Build and returned proof of filing to this office.

Address of Referenced Property _____

Signature of Owner

Date

Signature of Owner

Date

Signature of Owner

Date

NOTICE

NON-LICENSED OWNER'S INTENT TO BUILD

Owner's Name _____

Address _____

Owner's Name _____

Address _____

Owner's Name _____

Address _____

Location of Work _____

PID No. _____

Nature of Work:

Witness

Witness

Signature of Owner (s)

Date

The foregoing instrument was acknowledges before me by its maker.

Date

Signature of Notary

Exp Date



CITY OF CHARLESTON

Certificate of Construction Completion (CCC) Checklist (Previously Certificate of Occupancy)

RESIDENTIAL SINGLE & DUEPLEX DWELLING PROJECTS

Please send CCC requests to inspections@charleston-sc.gov
Please allow two (2) business days to process and receive City response

To obtain a certificate of construction completion for permitted and completed construction, the following information and inspections must be completed.

- Projects located within the **Old City and Old & Historic Districts**
Contact Board of Architectural Review Division (BAR) - 843.724.3791
- Projects including **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 located within the **design review board zones**
Contact Design Review Board Division (DRB) - 843.724.3781
- Project that include **disturbance to right-of-ways** - curb cuts, sidewalks, driveway aprons, seeding
Contact Engineering Division - 843.724.3798
- Project including **sewer connections**, City requires utility approval confirmation
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 DEHC approval confirmation
Contact Department of Health & Environmental Control (DEHC)
- Projects in A, AE, V and VE designated **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
- **Building code inspections** - *All the following inspections on page 2 can be scheduled through The City's Customer Access Portal (CAP) - charleston-sc.gov/cap*

The Following inspections may, or may not, be required depending on the project scope of work

All permits require a final inspections

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 and electrical rough inspections and under construction base flood elevation certificate must be approved prior framing inspection request*
- Insulation Inspection
- Building Final Inspection - *all applicable gas, plumbing, mechanical and electrical 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
- Pre-power & Service Inspection (*if applicable*) - *temporary power agreement form is required to be completed by contractor and submitted to Building Inspections Division. 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)*
- Rough Inspection
- Sewer-lateral Inspection – *building to right-of-way/utility (if applicable)*
- Water-lateral Inspection – *building to right-of-way/utility (if applicable)*
- Final Inspection

Mechanical Permit

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

Fuel Gas Permit

- Slab – *below slab elements (if applicable)*
- Rough Inspection
- 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
- Framing Inspection
- Final Inspection

Engineering Division

- Lot Inspection - *prior to building permit issued*
- Final Inspection – *right-of-way disturbance: curb cuts, sidewalks, driveway aprons, seeding*