



City of Charleston

NEW RESIDENTIAL

(For additions/alterations, see RESIDENTIAL ALTERATIONS/ADDITIONS Application)

*This application to be used for **new construction** of residential dwelling units (detached or single, duplexes or 2 unit buildings, or townhomes 3-stories or less with a separate exit) only.*



BUILDING PERMIT APPLICATION

1. BUILDING INFORMATION	2. CONTACT INFORMATION
<p>Address of Work: _____</p> <p>Property Owner: _____</p> <p>Property Owner Phone: _____</p> <p>TMS #: _____ Flood Zone: _____</p> <p>Lot #: _____ Subdivision: _____</p> <p>Type of Building: <input type="checkbox"/> Single Unit <input type="checkbox"/> Duplex <input type="checkbox"/> Attached Townhouse</p> <div style="background-color: #d6d8db; padding: 5px; margin-top: 10px;"> <p>FOR PROPERTY OWNERS AS APPLICANTS ONLY:</p> <p>Please note: When the total value of construction is over \$5,000, property owners must file the exemption form with the appropriate county office before a permit can be issued.</p> </div>	<p>Contact Name: _____</p> <p>Contact Phone: _____</p> <p>Contact Email: _____</p> <p>Field Contact Name: _____</p> <p>Field Contact Phone: _____</p> <div style="background-color: #d6d8db; padding: 5px; margin-top: 10px;"> <p>Company Name: _____</p> <p>Company Address: _____</p> <p>City of CHS Business License #: _____</p> </div> <div style="background-color: #d6d8db; padding: 5px; text-align: center; font-weight: bold; margin-top: 5px;">CONTRACTOR USE ONLY</div>
3. PROJECT INFORMATION	
<p>Is this an Affordable Housing Project? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(If yes, please include a letter with this application stating that construction meets the Affordable Housing Ordinance requirements)</p> <p>If this address is under BAR jurisdiction, has BAR approval already been granted? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(If yes, please submit the BAR placard or approval document with this application)</p> <p>Will a detached accessory structure be included in this project (detached garage, shed)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(If yes, a please submit separate a <i>new residential building permit application</i> with accessory building plans)</p> <p>Will the building contain one or more Short Term Rental units? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
4. BUILDING INFORMATION	
<p>Type of Foundation? <input type="checkbox"/> Slab <input type="checkbox"/> Monolithic <input type="checkbox"/> Continuous Wall <input type="checkbox"/> Piers <input type="checkbox"/> Other _____</p> <p>Type of Fireplace? (if applicable, separate permit required): <input type="checkbox"/> Prefab <input type="checkbox"/> Site-built <input type="checkbox"/> Wood-burning <input type="checkbox"/> Fuel-gas <input type="checkbox"/> Other _____</p> <p>Utility Provider? <input type="checkbox"/> Dominion Energy <input type="checkbox"/> Berkeley Electric <input type="checkbox"/> Other _____</p> <p>Type of Building Services? <input type="checkbox"/> Electric <input type="checkbox"/> Fuel-gas</p> <p>Will Roof Trusses be Installed? <input type="checkbox"/> No <input type="checkbox"/> Yes (shop truss drawings shall be present on site for inspection)</p> <p>Sewer/Sanitary Utility Connection? <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, DHEC septic tank approval must be submitted)</p> <p>Heated Floor Area: 1st floor: _____sq.ft. 2nd floor: _____sq.ft. 3rd floor: _____sq.ft.</p> <p>Total Unheated Floor Area: _____sq.ft. (including attached garages, porches, decks, etc.)</p> <p>Building Information: No. of Bedrooms: ____ No. of Stories: ____ No. of Kitchens: ____ No. of Rooms: ____ No. of Bathrooms: ____</p> <p>Number of Electrical Services for Each Building: ____</p> <p>Actual Building Setbacks from lot-lines (ft): Front: ____ Rear: ____ North/East Side: ____ South/West Side: ____</p> <p>Height of Dwelling (ft): ____ (measured from the curb to the highest point of the finished roof)</p>	

NEW RESIDENTIAL

5. TRADES/INSPECTIONS

Please check all trades within scope of work and all applicable inspections.

<input type="checkbox"/> Building		<input type="checkbox"/> Flood Design	<input type="checkbox"/> Gas	<input type="checkbox"/> Plumbing
<input type="checkbox"/> Footing/Rebar/Block	<input type="checkbox"/> Insulation	<input type="checkbox"/> Under Construction Elevation Certificate	<input type="checkbox"/> Under Slab Rough-in	<input type="checkbox"/> Sewer/Sanitary Lateral
<input type="checkbox"/> Foundation Wall	<input type="checkbox"/> Building Final		<input type="checkbox"/> Fuel Gas Rough-in	<input type="checkbox"/> Water Lateral Service
<input type="checkbox"/> Slab	<input type="checkbox"/> Electrical	<input type="checkbox"/> Final Elevation Certificate	<input type="checkbox"/> Fuel Gas Pre-Service	<input type="checkbox"/> Under Slab Rough-in
<input type="checkbox"/> Pile/Pier	<input type="checkbox"/> Under Ground		<input type="checkbox"/> Fuel Gas Final	<input type="checkbox"/> Plumbing Rough-in
<input type="checkbox"/> Bond Beam	<input type="checkbox"/> Under Slab Rough-in	<input type="checkbox"/> V-Zone Design Certificate	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Shower Pan Test
<input type="checkbox"/> Wall & Roof Sheathing	<input type="checkbox"/> Electrical Rough-in		<input type="checkbox"/> Under floor Rough-in	<input type="checkbox"/> Plumbing Final
<input type="checkbox"/> Strapping & Tie-down	<input type="checkbox"/> Pre-Power & Service	<input type="checkbox"/> Breakaway-Wall Design Certificate	<input type="checkbox"/> Mechanical Rough-in	<input type="checkbox"/> Fireplace
<input type="checkbox"/> Fire-Rated Assembly	<input type="checkbox"/> Electrical Final		<input type="checkbox"/> Mechanical Change-out	<input type="checkbox"/> Fireplace Rough
<input type="checkbox"/> Framing & Hold-down			<input type="checkbox"/> Mechanical Final	<input type="checkbox"/> Fireplace Final

ADDITIONAL PERMITS/INSPECTIONS/APPROVALS REQUIRED

- An Engineering Permit (Right of Way) is required for all new driveways aprons and sidewalks in the R.O.W. associated with new single-family construction.
- A Final Engineering Site Inspection is required for all new single-family construction.
- Water & Sanitary Utility Inspection/Approval required for all new single-family construction. (CWS/DHEC/North Chs. Sewer District/ JIPSD)

DOCUMENT CHECKLIST

Please Note:

- Applications will not be processed until all required documents have been received.
- Applications packages accepted by digital format through the City's Customer Self Service portal - <https://egcss.charleston-sc.gov/>

The following completed documents are required with this permit application:

- ☐ **SCALED SITE PLAN**
 - Required to be prepared, signed and sealed by a South Carolina licensed land surveyor or design professional
- ☐ **COMPLETE BUILDING PLANS**
 - Indicate 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
 - Include foundation plan, floor plans, building elevations, electrical plan, windborne debris window protection, and structural plans (signed and sealed by a South Carolina licensed design professional)
- ☐ **MANUAL - J LOAD CALCULATION**
- ☐ **IECC CONTACTOR COMPLIANCE FORM or REScheck™ Energy Code Compliance Document**
- ☐ **V-ZONE FLOOD DESIGN CERTIFICATE** (if applicable)
- ☐ **BREAKAWAY WALL FLOOD DESIGN CERTIFICATE** (if applicable)

Preparer Name (please print): _____ Date: _____

This line to be completed by the person(s) completing this permit application.