



**CITY OF CHARLESTON  
DEPARTMENT OF PUBLIC SERVICE - BUILDING INSPECTIONS**

For Commercial Construction Projects the following information and/or inspections must be obtained prior to the issuance of a Certificate of Occupancy.

**Board of Architectural Review (for projects located in the Historic District)**

Contact BAR at 843.724.3791 to speak with a representative

**Zoning Department (if parking proposed and/or if grand trees - 24DBH or higher - exist on property)**

Contact Zoning at 843.724.3781 to speak with a representative

**Building**

1. Foundation or Slab Inspection
2. Sheathing
3. Framing Inspection
4. Insulation Inspection
5. Building Fire Final Inspection
6. Final Inspection

**Mechanical**

1. Rough Inspection
2. Final Inspection

**Electrical**

1. Temporary Pole (in applicable)
2. Slab (if applicable)
3. Rough Inspection
4. Temporary Power
5. Final Inspection

**Gas**

1. Rough Inspection
2. Final Inspection

**Plumbing**

1. Slab (if applicable)
2. Rough Inspection
3. Sewer Inspection
4. Final Inspection

**Fire Sprinkler or Alarm**

1. Rough Inspection
2. Final Inspection

**Engineering Inspection**

Call 843.724.3782 to schedule

**C.W.S. Inspection**

Call 843.308.8202 to schedule

**FEMA requirements**

1. V Zone Certifications (prior to issuance of permit and as built)
2. V Zone Breakaway Wall Certification (prior to issuance of permit and as built)
3. Elevation Certificate
  - a. Base Flood Elevation Certificate - Under Construction: required before Framing inspection can be scheduled
  - b. Base Flood Elevation Certificate: Construction must be finished before Final Inspection can be scheduled.