

City of Charleston - Building and Renovation Permit Information

MECHANICAL

<p><i>What kind of work:</i></p>	<p>Any installation or renovation of the HVAC (central heating and air) system.</p> <ul style="list-style-type: none"> All plans (new or changes-in-kind) must have BAR or DRB approval prior to obtaining permit if property is located within historical district. <p><u><i>New residential construction:</i></u> Must be pre-approved by plan reviewer to ensure compliance with IECC and Manual J provided.</p> <p><u><i>Renovation (residential):</i></u> See a plan reviewer and ensure compliance with IECC. Provide a Manual J for new work.</p> <p><u><i>Renovation (commercial):</i></u> Plans must be submitted for review prior to permit application.</p>	
<p><i>Who can get one:</i></p>	<p>The applicant can be either a licensed installer with current STATE and CITY business licenses and contractor cards or a homeowner.</p> <p><u><i>Homeowners:</i></u> A non-license builder form is required if work is over \$5,000.</p>	
<p><i>What to bring and/or submit:</i></p>	<ul style="list-style-type: none"> <i>Contractor:</i> Current Contractor Card <i>Homeowner:</i> RMC form (if required) Completed application Payment (MC, Visa, Check, or Cash) 	
<p><i>Mechanical Permit Process</i></p> <p>Permits issued between 8:00am-4:30pm</p>	<ul style="list-style-type: none"> Step 1: All contractors must have updated STATE and CITY licenses before obtaining permit. See Business License Process. Step 2: Complete a Building Permit and Plan Review Application or Subcontractor application with all required information listed. Step 3: Visit a permit clerk located in the Building Inspections office at 75 Calhoun on the 3rd floor with application and other requirements. Step 4: Permit clerk will issue either a permit placard and/or sticker if a placard already exists. This permit placard with sticker must be visible at the job site. Step 5: Complete work and call for inspections 	
<p><i>What are the fees?</i></p>	<p>\$30 for the first 1,000 \$2 for each additional \$1,000</p> <p>Fee Schedule</p>	
<p><i>Inspections required</i></p>	<p><u>Residential:</u></p> <ul style="list-style-type: none"> Rough required at installation or renovation of ductwork Final required when all work is complete 	<p><u>Commercial:</u></p> <ul style="list-style-type: none"> Hood Suppression system requires Fire Marshal approval. Rough required at installation or renovation of ductwork or installation of hood installation. Final required when all work is complete
<p>Inspection Request Procedure:</p> <p><i>Preferred submittal methods:</i> inspections@charleston-sc.gov http://www.buildingdepartment.com/ OR Phone: 843-724-7441 Fax: 843-973-7254</p>	<p>COMPLETE FORM & SUBMIT :</p> <p>Inspection requests before noon will be schedule for the next business day. Those requested after noon will be for 2 business days out.</p> <p><i>Ex.-Request taken on Mon @ 11:00am - Inspection scheduled for Tues</i> <i>Ex.-Request taken on Mon @ 3:00pm - Inspection scheduled for Wed</i></p>	