



CITY OF CHARLESTON

Certificate of Construction Completion (CCC) Checklist

(Previously Known as Certificate of Occupancy)

COMMERCIAL & MULTI-DWELLING UNIT PROJECTS

Please send CCC requests to 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
- Unsure **what approvals are required** for your project?
Contact the Development & Construction Services Team - permits@charleston-sc.gov | 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 within AE and VE designated **special flood hazard areas (flood zones)**
 - Contact Floodplain Management – 843.724.3754 | floodplain-info@charleston-sc.gov
 - Submit certificates to inspections@charleston-sc.gov
 - Under Construction Elevation Certification (All zones) - submission and approval prior to building framing inspection request
 - Finished Elevation Certification (All zones) - submission and approval prior to building final inspection request
 - V-zone Design Certification (VE zones only) - submission and approval prior to permit issuance and prior to building final inspection request
 - V-zone Breakaway Wall Certification (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
- 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
- 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