
**Residential (Single-Family Detached/Duplex/Townhome Dwellings)
Roofing Replacement & Repair**

Permit Type(s) and Work Class(es)

“Roofing – Single Family/Duplex Dwelling” - “Alteration/Repair”

Notes

- Commonly submitted as a ‘Re-roofing’ permit

Required Sub Permits

- N/A

Required Documents for Permit Application

- City of Charleston [Residential Alterations/Additions Application](#)
- Type of roof covering (example: asphalt-shingle, metal standing-seam, etc.).
 - For asphalt-shingle, Type H required unless otherwise specified.
- Manufacturer’s specifications required for metal or elastomeric materials

Applicable Fees

- Application Fee, refer to page 4 on the [Building and Trade Permit Fee Schedule](#)
- Plan Review Fee - refer to page 4 on the [Building and Trade Permit Fee Schedule](#)
- Building Permit Fee - based on cost of construction of pool/spa, refer to page 4 on the [Building and Trade Permit Fee Schedule](#)

Required City of Charleston and South Carolina Licenses

- Homeowner allow to apply for and obtain permit “Roofing – Single Family/Duplex Dwelling” - “Alteration/Repair” permit
 - Required to file with County [Register of Deeds](#) if work value exceeds \$5,000
- Business License, City of Charleston - *Not required for homeowners*
- Contractor License, South Carolina – *Required by South Carolina Code of Laws*

Required [R] / Optional [O] City Division Reviews

- Board of Architectural Review (BAR) [O] - *only if project within designated purview or district*
- Building Inspections [R]

Required/Optional Field Inspections

- Residential Building Final [R]

Required Non-City Approvals

- N/A

Certificate of Construction Completion

- Not Required, only if requested by applicant