

### Filing Information for Non-Licensed Owner Intent to Build Forms

**Applicants will need to file with the ROD Office for the county their property is located within**

- Berkeley County
  - 1003 N. Hwy 52, Moncks Corner SC 29461
  - (843) 723-3800 ext. 4084
  - Monday-Friday 9am-5pm
- Charleston County
  - 101 Meeting St, Ste. 200, Charleston SC 29401
  - (843) 958-4800
  - Monday-Friday 8:30am-5pm

### **Important Information to Know Before You Go**

- Documents must be completed BEFORE going to the Register of Deeds
  - Any blanks must be filled in
  - ROD staff cannot legally assist with filling out this document
- Documents must be notarized BEFORE going to the Register of Deeds
  - Two (2) witnesses are required
  - Notary Locations (fees may be charged)
    - Charleston Public Library: 68 Calhoun St, Charleston SC 29401
    - UPS Store: 472 meeting St, Ste. C, Charleston SC 29401
- There will be a filing fee at the ROD Office
  - Berkeley County
    - \$25 fee
    - Cash, card, or check
  - Charleston County
    - \$10 filing fee
    - \$0.50/page for copies including the Recorder Page
    - \$1.00 for postage to mail back
    - Cash or check – NO CARD