

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