



City of Charleston

# NEW RESIDENTIAL

(For additions/alterations, see RESIDENTIAL ALTERATIONS/ADDITIONS Application)

*This application to be used for **new construction** of residential dwelling units (detached or single, duplexes or 2 unit buildings, or townhomes 3-stories or less with a separate exit) only.*



## BUILDING PERMIT APPLICATION

1. BUILDING INFORMATION	2. CONTACT INFORMATION		
<p><b>Address of Work:</b> _____</p> <p>Property Owner: _____</p> <p>Property Owner Phone: _____</p> <p>Property Owner Email: _____</p> <p>TMS #: _____ Flood Zone: _____</p> <p>Lot #: _____ Subdivision: _____</p>	<p><b>Contact Name:</b> _____</p> <p><b>Contact Phone:</b> _____</p> <p><b>Contact Email:</b> _____</p> <p>Field Contact Name: _____</p> <p>Field Contact Phone: _____</p>		
<p><b>FOR PROPERTY OWNERS AS APPLICANTS ONLY:</b></p> <p>Please note: Depending on the scope of work, property owners may be required to file the exemption form with the appropriate county office before a permit can be issued.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"> <p><b>Company Name:</b> _____</p> <p>SC LLR License #: _____</p> <p>City of CHS Business License #: _____</p> </td> <td style="width: 30px; text-align: center; vertical-align: middle; font-size: 8px;">CONTRACTOR USE ONLY</td> </tr> </table>	<p><b>Company Name:</b> _____</p> <p>SC LLR License #: _____</p> <p>City of CHS Business License #: _____</p>	CONTRACTOR USE ONLY
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3. PROJECT INFORMATION
<p><b>Is this an Affordable Housing Project?</b> <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>(If yes, please include a letter with this application stating that construction meets the Affordable Housing Ordinance requirements)</p> <p><b>If this address is under BAR jurisdiction, has BAR approval already been granted?</b> <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>(If yes, please submit the BAR placard or approval document with this application)</p> <p><b>Will a detached accessory structure be included in this project (detached garage, shed)?</b> <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>(If yes, a please submit separate a <i>new residential building permit application</i> with accessory building plans)</p> <p><b>Will the building contain one or more Short Term Rental units?</b> <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p>

  

4. BUILDING INFORMATION
<p><b>Type of Foundation?</b> <input type="checkbox"/> Slab <input type="checkbox"/> Monolithic <input type="checkbox"/> Continuous Wall <input type="checkbox"/> Piers <input type="checkbox"/> Other _____</p> <p><b>Type of Fireplace?</b> (if applicable, separate permit required): <input type="checkbox"/> Prefab <input type="checkbox"/> Site-built <input type="checkbox"/> Wood-burning <input type="checkbox"/> Fuel-gas <input type="checkbox"/> Other _____</p> <p><b>Utility Provider?</b> <input type="checkbox"/> Dominion Energy <input type="checkbox"/> Berkeley Electric <input type="checkbox"/> Other _____</p> <p><b>Type of Building Services?</b> <input type="checkbox"/> Electric <input type="checkbox"/> Fuel-gas</p> <p><b>Will Roof Trusses be Installed?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes (shop truss drawings shall be present on site for inspection)</p> <p><b>Sewer/Sanitary Utility Connection?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, DHEC septic tank approval must be submitted)</p> <p><b>Heated Floor Area:</b> 1st floor: _____sq.ft. 2nd floor: _____sq.ft. 3rd floor: _____sq.ft.</p> <p><b>Total Unheated Floor Area:</b> _____sq.ft. (including attached garages, porches, decks, etc.)</p> <p><b>Building Information:</b> No. of Bedrooms: ____ No. of Stories: ____ No. of Kitchens: ____ No. of Rooms: ____ No. of Bathrooms: ____</p> <p><b>Number of Electrical Services for Each Building:</b> ____</p> <p><b>Actual Building Setbacks from lot-lines (ft):</b> Front: ____ Rear: ____ North/East Side: ____ South/West Side: ____</p> <p><b>Height of Dwelling (ft):</b> ____ (measured from the curb to the highest point of the finished roof)</p>

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## 5. TRADES/INSPECTIONS

Please check all trades within scope of work and all applicable inspections.

<input type="checkbox"/> Building		<input type="checkbox"/> Flood Design	<input type="checkbox"/> Gas	<input type="checkbox"/> Plumbing
<input type="checkbox"/> Footing/Rebar/Block	<input type="checkbox"/> Insulation	<input type="checkbox"/> Under Construction Elevation Certificate	<input type="checkbox"/> Under Slab Rough-in	<input type="checkbox"/> Sewer/Sanitary Lateral
<input type="checkbox"/> Foundation Wall	<input type="checkbox"/> Building Final		<input type="checkbox"/> Fuel Gas Rough-in	<input type="checkbox"/> Water Lateral Service
<input type="checkbox"/> Slab	<input type="checkbox"/> Electrical	<input type="checkbox"/> Final Elevation Certificate	<input type="checkbox"/> Fuel Gas Pre-Service	<input type="checkbox"/> Under Slab Rough-in
<input type="checkbox"/> Pile/Pier	<input type="checkbox"/> Under Ground		<input type="checkbox"/> Fuel Gas Final	<input type="checkbox"/> Plumbing Rough-in
<input type="checkbox"/> Bond Beam	<input type="checkbox"/> Under Slab Rough-in	<input type="checkbox"/> V-Zone Design Certificate	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Shower Pan Test
<input type="checkbox"/> Wall & Roof Sheathing	<input type="checkbox"/> Electrical Rough-in		<input type="checkbox"/> Under floor Rough-in	<input type="checkbox"/> Plumbing Final
<input type="checkbox"/> Strapping & Tie-down	<input type="checkbox"/> Pre-Power & Service	<input type="checkbox"/> Breakaway-Wall Design Certificate	<input type="checkbox"/> Mechanical Rough-in	<input type="checkbox"/> Fireplace
<input type="checkbox"/> Fire-Rated Assembly	<input type="checkbox"/> Electrical Final		<input type="checkbox"/> Mechanical Change-out	<input type="checkbox"/> Fireplace Rough
<input type="checkbox"/> Framing & Hold-down			<input type="checkbox"/> Mechanical Final	<input type="checkbox"/> Fireplace Final

## ADDITIONAL PERMITS/INSPECTIONS/APPROVALS REQUIRED

- An Engineering Permit (Right of Way) is required for all new driveways aprons and sidewalks in the R.O.W. associated with new single-family construction.
- A Final Engineering Site Inspection is required for all new single-family construction.
- Water & Sanitary Utility Inspection/Approval required for all new single-family construction. (CWS/DHEC/North Chs. Sewer District/ JIPSD)

## DOCUMENT CHECKLIST

### Please Note:

- Applications will not be processed until all required documents have been received.
- Applications packages accepted by digital format through the City's Customer Self Service portal - <https://egcss.charleston-sc.gov/>

### The following completed documents are required with this permit application:

- ☐ **SCALED SITE PLAN**
  - Required to be prepared, signed and sealed by a South Carolina licensed land surveyor or design professional
- ☐ **COMPLETE BUILDING PLANS**
  - Indicate height of all buildings measured from curb line elevation, or street elevation if there is no curb, to the highest point of the finished roof
  - Include foundation plan, floor plans, building elevations, electrical plan, windborne debris window protection, and structural plans (signed and sealed by a South Carolina licensed design professional)
- ☐ **MANUAL - J LOAD CALCULATION**
- ☐ **IECC CONTACTOR COMPLIANCE FORM or REScheck™ Energy Code Compliance Document**
- ☐ **V-ZONE FLOOD DESIGN CERTIFICATE** (if applicable)
- ☐ **BREAKAWAY WALL FLOOD DESIGN CERTIFICATE** (if applicable)

Preparer Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

This line to be completed by the person(s) completing this permit application.