



City of Charleston

# RESIDENTIAL ALTERATIONS/ADDITIONS

(For new construction, see New Residential application)

*This application to be used for residential buildings (detached or single, duplexes or 2 unit buildings, or townhomes 3-stories or less with a separate exit) or residential accessory structures (sheds, pool houses, etc.) only.*



## BUILDING PERMIT APPLICATION

1. GENERAL 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>Type of Building: <input type="checkbox"/> Single Unit <input type="checkbox"/> Duplex <input type="checkbox"/> Accessory Structure</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>	<div style="display: flex; justify-content: space-between;"> <div> <p><b>Company Name:</b> _____</p> <p>SC LLR License #: _____</p> <p>City of CHS Business License #: _____</p> </div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: small;">CONTRACTOR USE ONLY</div> </div>

  

3. PROJECT INFORMATION
<p><b>Detailed work description:</b> _____</p> <p>_____</p> <p>_____</p>
<p><b>Total value of construction (\$):</b> _____ Has BAR approval already been granted? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Indicate building changes (check all that apply): <input type="checkbox"/> Floor plan <input type="checkbox"/> Structural <input type="checkbox"/> Footprint <input type="checkbox"/> Height</p>
<p>Does the building currently contain, or will it contain, a Short Term Rental unit? <input type="checkbox"/> No <input type="checkbox"/> Yes, currently <input type="checkbox"/> Yes, after renovation</p>

  

4. TRADES/INSPECTIONS			
Please check all trades within scope of work and all applicable inspections.			
<input type="checkbox"/> Building	<input type="checkbox"/> Electrical	<input type="checkbox"/> Gas	<input type="checkbox"/> Plumbing
<input type="checkbox"/> Footing/Rebar/Block	<input type="checkbox"/> Insulation	<input type="checkbox"/> Under Ground	<input type="checkbox"/> Sewer/Sanitary Lateral
<input type="checkbox"/> Foundation Wall	<input type="checkbox"/> Building Final	<input type="checkbox"/> Under Slab Rough-in	<input type="checkbox"/> Fuel Gas Rough-in
<input type="checkbox"/> Slab	<input type="checkbox"/> Flood Design	<input type="checkbox"/> Electrical Rough-in	<input type="checkbox"/> Fuel Gas Pre-Service
<input type="checkbox"/> Pile/Pier	<input type="checkbox"/> Under Construction Elevation Certificate	<input type="checkbox"/> Pre-Power & Service	<input type="checkbox"/> Fuel Gas Final
<input type="checkbox"/> Bond Beam	<input type="checkbox"/> Final Elevation Certificate	<input type="checkbox"/> Pre-Power & Service Disconnect/Reconnect	<input type="checkbox"/> Mechanical
<input type="checkbox"/> Wall & Roof Sheathing	<input type="checkbox"/> V-Zone Design Certificate	<input type="checkbox"/> Pool Electrical Bonding	<input type="checkbox"/> Under floor Rough-in
<input type="checkbox"/> Strapping & Tie-down		<input type="checkbox"/> Mechanical Rough-in	<input type="checkbox"/> Shower Pan Test
<input type="checkbox"/> Fire-Rated Assembly		<input type="checkbox"/> Deck Electrical Bonding	<input type="checkbox"/> Plumbing Final
<input type="checkbox"/> Framing & Hold-down		<input type="checkbox"/> Electrical Final	<input type="checkbox"/> Fireplace
<input type="checkbox"/> Other:		<input type="checkbox"/> Mechanical Change-out	<input type="checkbox"/> Fireplace Rough
		<input type="checkbox"/> Mechanical Final	<input type="checkbox"/> Fireplace Final

# RESIDENTIAL BUILDING PERMIT APPLICATION

Please use the appropriate box below to provide important details about common permit types.

## 5. FENCES

**Type of Work** (please check one):

☐ New Fence ☐ Fence Replacement ☐ Fence Repair

**Type of Fence** (please check one):

☐ Masonry wall ☐ Chain Link  
☐ Wood Fence ☐ Pool Barrier

**Fence Max Height (ft):** \_\_\_\_\_ **Length (ft):** \_\_\_\_\_

## 7. ACCESSORY STRUCTURES

**Structure Use** (please check one): ☐ Detached Garage

☐ Dwelling Unit ☐ Storage Shed ☐ Other: \_\_\_\_\_

**Foundation Type** (please check one):

☐ Slab ☐ Footings ☐ Skid ☐ Other: \_\_\_\_\_

**Height (ft):** \_\_\_\_\_ **Eaves Height (ft):** \_\_\_\_\_

**Length (ft):** \_\_\_\_\_ **Width (ft):** \_\_\_\_\_ **Number of Stories:** \_\_\_\_\_

## 9. DECKS/PORCHES

**Type of Structure** (please check one):

☐ Freestanding ☐ Attached

**Length (ft):** \_\_\_\_\_ **Width (ft):** \_\_\_\_\_

**To be constructed using deck detail packet?** ☐ Yes ☐ No

**Construction Material(s):** \_\_\_\_\_

## 11. DEMOLITION

**Type of Demolition** (please check all that apply):

☐ Complete (House) ☐ Complete (Accessory Structure)

☐ Interior Structural ☐ Interior Non-structural

☐ Exploratory ☐ Partial ☐ Exterior

**Has BAR approval been granted?** ☐ Yes ☐ No

## 12. SOLAR PANELS

**Type of Mounting** (please check one):

☐ Roof Mounted ☐ Ground Mounted

**Number of Panels to be used:** \_\_\_\_\_

**Will panels be connected to electric grid?** ☐ Yes ☐ No

**Please note:** A separate electrical permit is required.

## 13. WINDOWS/DOORS

**Number of Windows/Doors modified:** \_\_\_\_\_

**Material of New Window/Door:** \_\_\_\_\_

**Type of Windborne Debris Protection** (please check all that apply):

☐ Panels with hardware ☐ Window design ☐ Shutters

**IECC Form included?** ☐ Yes ☐ No

**Type of Renovation** (check all that apply):

☐ Window Replacement ☐ Window Repair

☐ Door Replacement ☐ Door Repair

☐ New Opening ☐ Other: \_\_\_\_\_

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

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