



CITY OF CHARLESTON

Certificate of Construction Completion (CCC) Checklist

(Previously Known as Certificate of Occupancy)

RESIDENTIAL SINGLE, DUPLEX & TOWNHOUSE DWELLING PROJECTS

Please send CCC requests to **permits@charleston-sc.gov**

Please allow **three (3) business days** to process

Note - The City **does not** issue temporary certificates for Residential Single, Duplex & Townhouse Dwelling projects

To obtain a certificate of construction completion (CCC) for permitted and completed construction, the following information and inspections must be completed as applicable for the project.

- Use The City's Citizens Self Service Portal (CSS) to **view permits and schedule inspections** (*free account required*)
charleston-sc.gov/css
- Unsure **what approvals are required** for your project?
Contact the Development & Construction Services Team – permits@charleston-sc.gov | 843.577.5550
- Projects located within the **Old City and Old & Historic Districts**
Contact Board of Architectural Review Division (BAR) - 843.579.6415
- Projects with **proposed parking**
Contact Zoning & Codes Division - 843.579.6414
- Projects with parcels having **existing grand trees** - 24" DBH or greater
Contact Zoning & Codes Division - 843.579.6414
- Projects requiring **height, area and setback** changes
Contact Zoning & Codes Division - 843.579.6414
- Projects requiring **Board of Zoning Appeals (BZA)** approval
Contact Zoning & Codes Division - 843.579.6414
- Projects located within the **Design Review Board (DRB)** zones
Contact Design Review Board Division (DRB) - 843.579.6415
- Project that include **disturbance to right-of-ways** - curb cuts, sidewalks, driveway aprons, seeding, irrigation
Contact Engineering Division - 843.724.3782

- Project including **sewer connections**, City requires utility approval confirmation
 - Contact Charleston Water System - 843.727.6800
 - Contact James Island Public Service District – 843.762.5258
 - Contact North Charleston Sewer District – 843.764.3072
 - Contact St. Johns Water Company – 843.559.0186
- Projects installing **septic tanks**, City requires SC DES approval confirmation
 - Contact SC Department of Environmental Services (SC DES) – 855.731.2504
- Projects within AE and VE designated **special flood hazard areas (flood zones)**
 - Contact Floodplain Management – 843.579.6471 | floodplain-info@charleston-sc.gov
 - Submit certificates to inspections@charleston-sc.gov
 - Under Construction Elevation Certification (All zones) - submission and approval prior to building framing inspection request
 - Finished Elevation Certification (All zones) - submission and approval prior to building final inspection request
 - V-zone Design Certification (VE zones only) - submission and approval prior to permit issuance and prior to building final inspection request
 - V-zone Breakaway Wall Certification (VE zones only) - submission and approval prior to permit issuance and prior to building final inspection request

- **Building Code Inspections**

- All the following inspections can be scheduled through The City's Customer Self Service Portal (CSS) - charleston-sc.gov/css
- The following inspections may, or may not, be required depending on the project scope of work
- Unsure what inspections are required, or can't find your inspection on CSS? Contact inspections@charleston-sc.gov
- All permits require a final inspection

Building Permit

- Foundation – *continuous & spread footings, foundation walls, piles and piers*
- Foundation Wall – *block-fill and bond-beams*
- Slab Inspection – *monolithic slabs, raised slabs and on-grade slabs*
- Fire Rated Assembly – *walls and floor/ceiling*
- Sheathing Inspection
- Strapping/Tie-down Inspection
- Framing Inspection – *all applicable fuel-gas, plumbing, mechanical and electrical rough inspections and under construction base flood elevation certificate must be approved prior framing inspection request*
- Insulation Inspection
- Engineering Final Inspection (*Engineering Division*)
- BAR Final Inspection (*BAR Division*)
- Building Final Inspection - *all applicable gas, plumbing, mechanical and electrical final inspections, final base flood elevation certificate and V-zone certificates must be approved prior building final inspection request*

Electrical Permit

- T-Pole; Pre-power & Service Inspection (*if applicable*)
- Slab Inspection – below slab elements (*if applicable*)
- Rough Inspection
- Pre-power & Service Inspection (*if applicable*) - Once the inspection is approved, The City sends release to the utility for the building to be energized
- Final Inspection

Plumbing Permit

- Slab – below slab elements (*if applicable*)
- Rough Inspection
- Sewer-lateral Inspection – building to right-of-way/utility (*if applicable*)
- Water-lateral Inspection – building to right-of-way/utility (*if applicable*)
- Final Inspection

Mechanical Permit

- Rough Inspection
- Test & Balance Inspection (*if applicable*)
- Final Inspection

Fuel Gas Permit

- Slab – below slab elements (*if applicable*)
- Rough Inspection
- Pre-service Inspection (*if applicable*) - *Once the inspection is approved, The City sends release to the utility for the building to be charged*
- Final Inspection

Fireplace Permit

- Rough Inspection
- Framing Inspection
- Final Inspection

Engineering Division

- Pre-construction Lot Inspection - *prior to building permit issued*
- Final Lot and Right-of-way Inspection