



## CITY OF CHARLESTON

### Certificate of Construction Completion (CCC) Checklist

(Previously Known as Certificate of Occupancy)

#### RESIDENTIAL SINGLE, DUPLEX & TOWNHOUSE DWELLING PROJECTS

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Please send CCC requests to [permits@charleston-sc.gov](mailto: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](http://charleston-sc.gov/css)
- Unsure **what approvals are required** for your project?  
Contact the Development & Construction Services Team – [permits@charleston-sc.gov](mailto: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