

New Commercial Building

Permit Type(s) and Work Class(es)

“Building Commercial” - “New”

Notes

- TRC is required for new commercial buildings
- Phasing Plan required if proposed structure is more than two stories

Required Sub Permits

- Electric (if in scope)
- Gas (if in scope)
- Mechanical (if in scope)
- Plumbing (if in scope)
- Fire Alarm (if required)
- Fire Suppression-Kitchen Hood (if in scope)
- Fire Sprinkler
- Fire Suppression
- Fire Protection System Underground

Required Documents for Permit Application

- City of Charleston [Commercial Alteration/Addition Application](#)
- Architectural drawings signed and sealed by a licensed SC architect
- Structural drawings signed and sealed by a licensed SC design professional
- Mechanical, electrical, plumbing and gas plans signed and sealed by a licensed SC design professional
- Geotech report
- COMcheck Report
- Pre-Construction [Floodproofing Certificate](#), if applicable
- Pre-Construction [V-Zone Design and Breakaway Wall Certificates](#), if applicable
- Site plan as approved by TRC

Applicable Fees

- Building permit fees and Plan review fee per [Building and Trade Permit Fee Schedule](#)

Required City of Charleston and South Carolina Licenses

- Business License, City of Charleston
- General Contractor License, South Carolina

Required/Optional City Division Reviews

- Building Inspections (R)
- BAR – if in designated district (O)
- DRB – if in designated district (O)
- Flood Design – if in designated district (O)
- Zoning (R)
- Fire Marshal (R)
- GIS (R)

Required/Optional Field Inspections

- INSP Commercial Building Footing
- INSP Commercial Building Foundation (if necessary)
- INSP Commercial Building Framing
- INSP Commercial Building Strapping
- INSP Commercial Building Plumbing Rough
- INSP Commercial Building Plumbing Final
- INSP Commercial Building Electrical Rough
- INSP Commercial Building Electrical Final
- INSP Commercial Building Mechanical Rough
- INSP Commercial Building Mechanical Final
- INSP Commercial Building Gas Rough (if necessary)
- INSP Commercial Building Gas Final
- INSP Elevation Certificate- Under Construction (if necessary)
- INSP Commercial Building Sheathing
- INSP Commercial Building Fireplace Rough (if necessary)
- INSP Commercial Building Electrical Pre-Power
- INSP Commercial Building Insulation
- INSP Elevation Certificate- Final (if necessary)
 - Dry Floodproofing Certificate (if necessary)
 - V-Zone Design Certificate (if necessary)
 - V-Zone Breakaway Wall Certificate (if necessary)
- INSP Fire- Final
- INSP Commercial Building Final (if necessary)

Required Non-City Approvals

- Dominion Energy
- Charleston Water Systems

Certificate of Construction Completion

- Required