



CITY OF BEAUFORT
DEPARTMENT OF PLANNING
AND DEVELOPMENT SERVICES
 1911 BOUNDARY STREET
 BEAUFORT, SC 29902
 (843) 525-7040
 FAX (843) 986-5606

BUILDING PERMIT REQUIREMENTS CHECKLIST COMMERCIAL, MULTI-FAMILY, AND TOWNHOMES

Owner: _____ Contractor: _____

Address/Lot #: _____

NO.	ITEMS REQUIRED
1.	Property usage meets requirements of City Unified Development Ordinance and Subdivision Requirements: _____ District _____ Map _____ Parcel _____ Setbacks: Front ____ Side ____ Rear _____ Flood Zone: ____ BFE: _____
2.	Permit Application attached and completed
3.	Two (2) sets of complete drainage plans with calculations
4.	Four (4) complete sets of plans (per building) drawn to scale (signed and stamped by a South Carolina registered Architect or Engineer – Every page of at least ONE set must have the State raised seal and the seal of the firm) (Two of these sets need to include the stamped DRB or HRB plans)
5.	Soil Report
6.	Site Plan(s) including all utility service(s) and parking plan
7.	Tree Topo/Survey
8.	Attach the Energy Code Checklist (COMcheck)
9.	<u>STRUCTURAL PLAN:</u> <input type="checkbox"/> Calculation <input type="checkbox"/> Foundation <input type="checkbox"/> All floors (floor joists) <input type="checkbox"/> Rafter/Ceiling joists <input type="checkbox"/> Wall section detail (throughout) <input type="checkbox"/> Typical wall section <input type="checkbox"/> Footing details

	<ul style="list-style-type: none"> <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Gas piping <input type="checkbox"/> Energy Conservation Calculations (Manual J) <input type="checkbox"/> Sprinkler System Plan <input type="checkbox"/> Property location (in Fire District)
10.	<p><u>Contractor(s) Requirements:</u></p> <ul style="list-style-type: none"> a. City License No. _____ Expires: _____ b. State License No. & Group No. _____ Expires: _____ c. Subcontractor's provided on Subcontractor's List Form _____ d. Prime Contractor's Affidavit signed _____
11.	<p><u>Approved Encroachment Permit Application</u></p> <p><input type="checkbox"/> SCDOT <input type="checkbox"/> Public Works <input type="checkbox"/> Beaufort County Engineering</p> <ul style="list-style-type: none"> a. Site plan indicating location of driveway with size of culvert/drain pipe located on plan(s).
12.	<p>TOTAL LOT SIZE: _____ SQ. FT.</p> <p>EXISTING IMPERVIOUS SURFACE: _____ SQ. FT.</p> <p>NEW IMPERVIOUS SURFACE: _____ SQ. FT.</p> <p>PERVIOUS SURFACE: _____ SQ. FT.</p>
13.	<p>APPROVALS FROM THE FOLLOWING WILL BE REQUIRED BEFORE A PERMIT CAN BE ISSUED:</p> <p><u>CODES RESPONSIBILITY:</u></p> <ul style="list-style-type: none"> a. Fire Code Review b. County Engineer (for Drainage plans review) <p><u>APPLICANT'S RESPONSIBILITY:</u></p> <ul style="list-style-type: none"> a. BJWSA – Appendix A must be completed and signed. b. Applicant must provide a copy of BJWSA Capacity Certificate c. DHEC – Required for health and environmental issues (i.e. restaurants, hospitals, etc.) d. Asbestos Report – Required for all demolitions and renovations of all commercial projects (if asbestos is found, a DHEC Permit will be required) e. OCRM – Required when any additional impervious surface is proposed. f. EPA – Required for environmental issues (i.e. gas stations, fuel tanks, etc.) g. State Fire Marshal's Office (for sprinkler systems ONLY) h. Technical Review Committee (Pre-App) Call 843-525-7011 for info. i. Design Review Board (DRB) or Staff (if applicable) j. Historic Review Board (HRB) or Staff (if applicable)

NOTE: A Final Certificate of Occupancy or Certificate of Completion will not be issued at the Final Inspection. Please allow 24 – 48 hours for Admin. to complete the C.O. or C.O.C.