



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 RESIDENTIAL

Owner: _____
Contractor: _____
Address/Lot #: _____

ITEMS REQUIRED	OFFICE COMMENTS
Property usage meets requirements of City Zoning Ordinance	
Zoning District _____ Setbacks: Front _____ Side _____ Rear _____ Flood Zone: _____ If it is in a PUD, need a letter stating that the ARB or an Application Approval letter from the Developers has approved the project. Was a Variance granted? Yes _____ or No _____ If Yes, Provide the letter with your paperwork.	
Is property located in the Historic District? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please provide a Historic Review Board (HRB) letter of approval, if there is a change in the color or design).	
Permit Application attached and completed.	
Attach the Energy Code Checklist (REScheck)	
Three (3) complete sets of plans drawn to scale showing: a. Plot Plan attached (new construction) including setbacks and building location, flood zone, with plot plan sealed by a registered surveyor. b. Tree topo/removal application (if required)	
Foundation Plan.	
Floor Plan (each floor/loft)	

Electrical Floor Plans (size and location of service w/outside disconnects).	
1. A <u>mechanical plan</u> (Heat/AC) showing size of duct per room, HVAC unit size(s) and BTU rating. – Duct location: <input type="checkbox"/> Above ceiling <input type="checkbox"/> Below floor 2. A <u>plumbing plan</u> showing the location of each fixture. 3. A <u>gas piping plan</u> is also required for all <u>gas appliances</u> (w/ BTU rating for each appliance with size of pipe per fixture).	
Elevation plan(s) (all sides)	
Typical wall section(s) or detail(s) including footing to roof decking	
Contractor(s) Requirements: a. City License No. _____ Expires: _____ b. State License No. & Group No. _____ Expires: _____ c. Subcontractor's listed on Subcontractor's List Form _____ d. Prime Contractor's Affidavit signed _____	
Approved Encroachment Permit Application <input type="checkbox"/> SCDOT <input type="checkbox"/> Public Works a. Site plan indicating location of driveway with size of culvert/drain pipe located on plan.	
TOTAL LOT SQUARE FOOTAGE: _____ SQ. FT. IMPERVIOUS SURFACE: _____ SQ. FT. PERVIOUS SURFACE: _____ SQ. FT.	
NOTE: Tree protection must be installed prior to footing inspection.	
COMMENTS:	