



**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 letter of approval from ARB or an Application Approval letter from the developers. Was a Variance granted? Yes _____ No _____ If yes, letter to be provided with paperwork.	
Is property located in the Historic District? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide 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), MANUAL "S" and the MANUAL "J"	

<p>Three (3) complete sets of plans drawn to scale with:</p> <p>(a) Site Plan to include: property boundary, existing and proposed grading and tree survey; flood zone information sealed by registered surveyor; setbacks; building footprint location(s); driveway/parking; walls/fences; location of mechanical equipment; and calculation of % impervious surface.</p> <p>(b) Architectural plans of building(s), stamped by architect or engineer (due to High Wind Zone) or a completed ICC 600 questionnaire submitted.</p> <p>(c) Tree removal application (if required)</p>	
Foundation Plan.	
Floor Plan (each floor/loft)	
Electrical Floor Plans (size and location of service w/outside disconnects).	
<p>1. A <u>mechanical plan</u> (Heat/AC) showing size of duct per room, HVAC unit size(s) and BTU rating. – Duct location:</p> <p><input type="checkbox"/> Above ceiling <input type="checkbox"/> Below floor</p> <p>2. A <u>plumbing plan</u> showing the location of each fixture.</p> <p>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).</p>	
Elevation plan(s) (all sides)	
Typical wall section(s) or detail(s) including footing to roof decking	
<p>Contractor(s) Requirements:</p> <p>a. City License No. _____ Expires: _____</p> <p>b. State License No. & Group No. _____ Expires: _____</p> <p>c. Subcontractor's listed on Subcontractor's List Form _____</p> <p>d. Prime Contractor's Affidavit signed _____</p>	
<p>Approved Encroachment Permit Application</p> <p><input type="checkbox"/> SCDOT <input type="checkbox"/> Public Works</p> <p>a. Site plan indicating location of driveway with size of culvert/drain pipe located on plan.</p>	
<p>TOTAL LOT SQUARE FOOTAGE: _____ SQ. FT.</p> <p>IMPERVIOUS SURFACE: _____ SQ. FT.</p> <p>PERVIOUS SURFACE: _____ SQ. FT.</p>	
NOTE: Tree protection and silt fence must be installed prior to site disturbance.	
COMMENTS:	