



BUILDING PERMIT REQUIREMENT CHECKLIST FOR RESIDENTIAL AND COMMERCIAL

Department of Planning & Development Services
1911 Boundary Street, Beaufort, South Carolina, 29902
p. (843) 379-7051 / f. (843) 986-5606 www.cityofbeaufort.org

ITEMS REQUIRED	RESIDENTIAL	COMMERCIAL
<input type="checkbox"/> Property usage meets requirements of The Beaufort Code	X	X
<input type="checkbox"/> Previous Use (for existing buildings)		X
<input type="checkbox"/> *Permit Application attached and completed (include Pre-Subcontractor List)	X	X
<input type="checkbox"/> *Digital copy of plans (including Drainage/Grading plan) – (Email to mmcteer@cityofbeaufort.org – Subject line shall state “Digital Plans for ‘project address’”) – see below for required plans	X	X
<input type="checkbox"/> *Complete hardcopy sets of plans (see # required in the columns to the right - per building) drawn to scale (signed and stamped by a SC registered Architect and/or Engineer – one original) and stapled, including (in this order):	3 Sets	4 Sets
<input type="checkbox"/> Site Plan drawn to scale (based on survey, including bldg. footprint, setbacks driveways/parking, mech equip., % of impervious surface, 1:20 or 1/16" - 1' scale)	X	X
<input type="checkbox"/> Tree Topo/Survey	Include in grading/drainage plan	X
<input type="checkbox"/> Architectural Plans	X	X
Plans must include the following: <input type="checkbox"/> Foundation Plan <input type="checkbox"/> Floor Plan <input type="checkbox"/> Plumbing Plan <input type="checkbox"/> Electrical Plan <input type="checkbox"/> HVAC Plan <input type="checkbox"/> Gas Plan <input type="checkbox"/> Flood Zone Info (if in a SFHA, include the finished floor elevations)	X	X
<input type="checkbox"/> *Tree Removal Application (if applicable)	X	X
<input type="checkbox"/> Statement of Understanding by Prime Contractor	X	X
<input type="checkbox"/> Energy Code Checklist (REScheck)	X	
<input type="checkbox"/> Manual J & S	X	
<input type="checkbox"/> Soil Report		X
<input type="checkbox"/> Energy Code Checklist (COMcheck)		X
* Required/confirmed prior to accepting an application		

APPROVALS FROM THE FOLLOWING WILL BE REQUIRED BEFORE A PERMIT CAN BE ISSUED:

BUILDING CODES RESPONSIBILITY: The Building Codes Department coordinates review by Building Official, Planning & Zoning, Drainage/Grading, and Fire Marshal (for Commercial).

APPLICANT'S RESPONSIBILITY:

For Residential and Commercial Projects:

- Design Review – HRB, DRB or Staff (if applicable, to be done prior to submitting for a building permit)
- SCDOT or City Encroachment Permit (for driveways or curb cuts)
- All subcontractors are required to obtain a City of Beaufort Business License prior to any work on jobsite
- Tree Protection and Silt Fence Installation – notify Martie Kay McTeer at 843-379-7051 when this is complete
- Special Inspection Application (if applicable) - submitted for approval prior to start of work

For Commercial Projects ONLY: (All of the above, plus)

- Attend a Pre-App meeting (conceptual plan) call 843-525-7011 for more info
- Asbestos Survey (required for all demolitions/renovations (if asbestos is found, a DHEC Permit will be required)
- DHEC and/or OCRM Approval (if applicable)
- EPA Approval (i.e. gas stations, fuel tanks, etc)
- State Fire Marshal's Office (for sprinkler systems ONLY) – may be a deferred submittal
- BJWSA – see www.bjwsa.org for more details

Applicant's Signature _____

Business Name _____

Date _____