

**CITY OF BEAUFORT, SOUTH CAROLINA**  
**SUMMARY OF DEVELOPMENT REVIEW PROCESS**  
**Updated January 25, 2019**

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**STEP 1. Pre-Application Conference**

City staff involved in the development review process holds regular Pre-Application Conferences with applicants. Staff meets with applicants to discuss an idea for a project or review a project in conceptual form. This is recommended for all new commercial and multifamily construction. A Pre-Application Conference is also recommended when a business, particularly a restaurant, proposes to open or relocate in an existing structure. The Pre-Application Conference process (from date of submittal until the meeting) takes 5 calendar days.

Meetings: Every Tuesday at 2:00 p.m.

Deadline for submittals: Thursday noon prior to the Tuesday meeting

Number of copies of application materials required: 1 digital set.

Fee: None

Contact: Julie Bachety at (843) 525-7011

**STEP 2. Design Review**

Most commercial and multifamily development is subject to design review. Projects in the S.C. 170, U.S. 21, Boundary Street and Ribaut Road corridors are subject to the requirements of the Design District standards. Projects in the Historic District are subject to the Historic District overlay standards. In highway corridors, most new construction is reviewed by the Design Review Board (DRB) (a citizen design review board). Improvements to existing structures are reviewed by Planning Staff. In the Historic District, projects are reviewed by the Historic Review Board (HRB) (a citizen design review board). Major projects requiring a board review typically undergo two reviews for a total review time of approximately 90 calendar days. Staff typically reviews a submittal within 7 working days.

**DRB meetings:** 2<sup>nd</sup> Thursdays of the month at 2:00 P.M.

Deadline for submittals: See Board Schedules

Application submittal requirements: **COMPLETE DIGITAL** package of all documents.

Application fee: See Board Fee

Contact: Julie Bachety at (843) 525-7011

Deadline for submittals: See Board Schedules

Application submittal requirements: **COMPLETE DIGITAL** package of all documents.

Application fee: See Board Fees

Contact: Julie Bachety at (843) 525-7011

**Staff review:** ongoing

Deadline for submittals: Anytime

Application submittal requirements: **COMPLETE DIGITAL** package of all documents.

Application fee: See Board Fees

Contact: Julie Bachety at (843) 525-7011

**STEP 3. Building Plan Review**

A building permit is required for all exterior work over \$100 and interior renovations. Review of building permit applications can run concurrently with the design review process once the site plan has been approved. Building plan review for large commercial projects typically takes 14 working days.

Deadline for submittals: None

Number of copies of application materials required: residential – 3 sets; commercial – 4 sets

Application fee: Based on the cost of construction

Contact: Martie Kay McTeer at (843) 379-7051

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**STEP 4. Outside Agency Approvals**

Before a building permit will be issued for a project, the applicant must provide evidence that any approvals that are required from outside agencies have been secured. The applicant is required to secure all outside agency approvals except for the Beaufort County stormwater plan approval. The City Building Official submits stormwater plans directly to the County Engineering office for review and approval. The types of permits typically required are:

*BJWSA utility approval:* Contact Dick Deuel at (843) 987-9265

*Stormwater plan approval:* Contact Martie Kay McTeer at (843) 379-7051

*SC DOT Encroachment Permit:* Contact Elizabeth Penn-Sanders at (843) 524-7255

*SC OCRM Land Disturbance Permit:* Contact OCRM at (843) 846-9400

*SC DEHC Food Service Permits:* Contact Tony Mitchum at (843) 524-7628

**STEP 5. Building Permit Issuance**

A building permit is issued once design review approval had been secured, all applicable outside agency approvals have been received, and the building plans have been approved. Before work begins on a project, all contractors must have obtained a City of Beaufort Business License.

*City of Beaufort Business License:* Contact Justin Rose at (843) 525-7025

*Fee:* Varies based on gross revenues. Special rules apply to new businesses.

**STEP 6. Sign Permit Approval**

Sign permit applications are reviewed for design (Planning Staff) and for compliance with zoning requirements such as size and height (Codes Staff). Master signage plans are required for multi-tenant development. Signs for new development are reviewed by the appropriate design review board. (See Step 2)

*Deadline for submittals:* Anytime

*Number of copies of application materials required:* 2 sets

*Application fee:* Varies based on the cost of sign; fee paid to Building Codes Office

*Contact:* Julie Bachety at (843) 525-7011

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**CONTACTS**

Applications for the Pre-Application Conference Committee and design review approval (Steps 1 and 2) are available from and submitted to the City of Beaufort Department of Planning & Development Services, at 1911 Boundary Street, Beaufort, South Carolina 29902. Phone (843) 525-7011. Fax (843) 986-5606. E-mail at [jbachety@cityofbeaufort.org](mailto:jbachety@cityofbeaufort.org). Applications are also available on our website at [www.cityofbeaufort.org](http://www.cityofbeaufort.org).

Applications for a Building Permit (Step 3) are available from and submitted to the City of Beaufort Building Codes Office at 1911 Boundary Street, Beaufort, South Carolina 29902. Phone (843) 525-7049. Fax (843) 986-5606. E-mail at [hspade@cityofbeaufort.org](mailto:hspade@cityofbeaufort.org). Applications are also available on our website at [www.cityofbeaufort.org](http://www.cityofbeaufort.org).