

# PERMIT INFORMATION

<b>LIBBY ANDERSON</b> Director of Planning and Development Services	<b>CITY OF BEAUFORT</b> <b>DEPARTMENT OF PLANNING AND DEVELOPMENT SERVICES</b> 701 CRAVEN ST. - POST OFFICE DRAWER 1167 BEAUFORT, SC 29901 (843) 525-7040 FAX (843) 986-5606	<b>JAMES F. "Mike" WILES</b> Director of Codes Enforcement
---	---	---



**Visit our website at:  
[www.beaufortcodes.org](http://www.beaufortcodes.org)**

## *Where are we located?*

The Codes Enforcement Office is located at [701 Craven Street, Beaufort, SC](#) (Corner of Craven St. and Carteret Street – next to the Arsenal/Museum).

The hours of operation are from 9:00 a.m. to 5:00 p.m. Monday through Friday. Our phone greeting will inform you of any holiday closings.

---

## *What are the requirements to do work in the City of Beaufort?*

**1. A permit is required for any work/improvements over \$101.00** (Excluding interior residential remodeling including painting, doors, papering, tiling, carpeting, cabinets, counter tops and similar finish work).

- **Do I need a permit for a fence?**  
*Yes. Contact the Codes Office*
- **I want to put a storage building in my backyard, do I need a permit?**  
*Yes. Contact the Codes Office*
- **Do I need a permit to remove a tree?**  
*Yes, Contact the Codes Office*

## **2. Contractor requirements:**

Any individual performing work on someone else's property is considered a Contractor and **is** required to have the licenses below:

- A City of Beaufort Business License** is required for all jobs.
- A South Carolina License** for either of the following:
  - **Residential Home Builder** (Residential work only)
  - **Specialty Contractor** (Residential work only – not to exceed \$4,999.99 or be bonded through SC Labor, Licensing, and Regulations (LLR))
  - **General Contractor** (Residential) or (Commercial work over \$5,000)

### 3. Electrical, Plumbing, Gas and Mechanical Contractors:

- a. A **City of Beaufort Business License** is required for all jobs.
- b. A **South Carolina State License** for either of the following:
  - **Specialty Contractor** (Residential work only – not to exceed \$4,999.99 or be bonded through SC Labor, Licensing, and Regulations (LLR))
  - **S.C. Mechanical Contractor's License** (Residential) or (Commercial work over \$5,000)
- c. A signed **Electrician's Affidavit** will be required on all permits requiring electrical work.

---

### *Can I do my own work or act as my own General Contractor?*

A homeowner who owns his own home and lives there and is performing work himself may be issued a permit. A homeowner **cannot** work on a home he owns that is **for rent or for sale** per Section 40-11-360(5) of the Contractors' Licensing Act.

**CAUTION:** *If a contractor requests that the owner obtains the permit, PLEASE DON'T. If this happens, the contractor **may not be properly licensed, bonded, and therefore may not want to be responsible for his work. If you have any doubt as to a contractor's proper licensing, please do not hesitate to call 525-7040.***

Many homeowners are not aware when a permit is required. Whenever a homeowner undertakes either renovations or additions to a dwelling or is installing or replacing a heating appliance, water heater, installing an electrical fixture or outlets, they must first obtain a permit for the work. A phone call to our office should be made prior to the work commencing so that we may provide you with the proper applications and/or information. The reason for the permits is a simple one: to ensure adequate maintenance of buildings, to adequately protect the health, safety, and welfare of the people, and to ensure compliance with the applicable regulations. The codes are ever changing and sometimes a homeowner may not be aware of these changes. We ensure that the work is performed properly and in a workmanship type manner.

---

### *What information do I need to provide the City in order to obtain a building permit?*

- Fill out the appropriate forms (available on our website or in our office).
- Permit fee is based on total cost of construction (Materials & labor).
- Three (3) sets of plans drawn to scale (if required).

---

### *As a business owner or rental property owner can I be my own general contractor?*

- **Residential - No.** Per Section 40-11-360(5) of the Contractors' Licensing Act states an owner may perform the work himself provided that the structure, or appurtenances, including the improvements, are intended for the owner's sole occupancy or occupancy by his or her family and not intended for sale or rent and the general public does not have access to the structure.
- **Commercial – Yes.** If the work to be performed by the owner is limited to nonstructural and non-mechanical portions of the project.

---

### *How long is a permit good for?*

- A permit will expire six (6) months from the date of issue if the work has not commenced. An extension may be granted if the owner or contractor can provide a reason why the extension is warranted.

---

### *How do I file a complaint regarding weeded lots or trashy conditions around a house?*

- You can put your complaint in writing and mail or fax it to the Codes Enforcement Office at P. O. Drawer 1167, Beaufort, SC 29901 – Fax (843) 986-5606, or you can call the Codes Enforcement Office at (843) 525-7040.