



CITY OF BEAUFORT
DEPARTMENT OF PLANNING
AND DEVELOPMENT SERVICES
 POST OFFICE DRAWER 1167
 BEAUFORT, SC 29901
 (843) 525-7040
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BUILDING PERMIT REQUIREMENTS CHECKLIST COMMERCIAL, MULTI-FAMILY, AND TOWNHOMES

Owner: _____ Contractor: _____

Address/Lot #: _____

NO.	ITEMS REQUIRED
1.	Property usage meets requirements of City Unified Development Ordinance and Subdivision Requirements: _____ District _____ Map _____ Parcel _____ Setbacks: Front ____ Side ____ Rear _____ Flood Zone: ____ BFE: _____
2.	Permit Application attached and completed
3.	Two (2) sets of complete drainage plans with calculations
4.	Four (4) complete sets of plans (per building) drawn to scale (signed and stamped by a South Carolina registered Architect or Engineer – Every page of at least ONE set must have the State raised seal and the seal of the firm) (Two of these sets need to include the stamped DRB or HRB plans)
5.	Soil Report
6.	Site Plan(s) including all utility service(s) and parking plan
7.	Tree Topo/Survey
8.	<u>ARCHITECTURAL PLANS:</u> <input type="checkbox"/> Specification Sheet <input type="checkbox"/> Building Design Plan <ul style="list-style-type: none"> <input type="checkbox"/> Occupancy classification <input type="checkbox"/> Use (Separation / Non-separation) <input type="checkbox"/> Type of construction <input type="checkbox"/> Heights and areas <input type="checkbox"/> Four (4) Elevations <input type="checkbox"/> Roof plan

9.	<p><u>STRUCTURAL PLAN:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Calculation <input type="checkbox"/> Foundation <input type="checkbox"/> All floors (floor joists) <input type="checkbox"/> Rafter/Ceiling joists <input type="checkbox"/> Wall section detail (throughout) <input type="checkbox"/> Typical wall section <input type="checkbox"/> Footing details <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Gas piping <input type="checkbox"/> Energy Conservation Calculations <input type="checkbox"/> Sprinkler System Plan <input type="checkbox"/> Property location (in Fire District)
10.	<p><u>Contractor(s) Requirements:</u></p> <ul style="list-style-type: none"> a. City License No. _____ Expires: _____ b. State License No. & Group No. _____ Expires: _____ c. Subcontractor's provided on Subcontractor's List Form _____ d. Prime Contractor's Affidavit signed _____ e. Electrician's Affidavit signed _____ f. Waste Disposal Form completed and signed _____
11.	<p><u>Encroachment Permit Application submitted and signed</u></p> <p><input type="checkbox"/> SCDOT <input type="checkbox"/> Public Works <input type="checkbox"/> Beaufort County Engineering</p> <p>a. Site plan indicates location of driveway with size of culvert/drain pipe located on plan(s).</p> <p>Encroachment Permit Approval provided <input type="checkbox"/> SCDOT <input type="checkbox"/> Public Works <input type="checkbox"/> County</p>
12.	<p>TOTAL LOT SIZE: _____ SQ. FT.</p> <p>EXISTING IMPERVIOUS SURFACE: _____ SQ. FT.</p> <p>NEW IMPERVIOUS SURFACE: _____ SQ. FT.</p> <p>PERVIOUS SURFACE: _____ SQ. FT.</p>

