



CITY OF BEAUFORT
DEPARTMENT OF PLANNING
AND DEVELOPMENT SERVICES
 POST OFFICE DRAWER 1167
 BEAUFORT, SC 29901
 (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 a letter stating that the ARB or an Application Approval letter from the Developers has approved the project. Was a Variance granted? Yes _____ or No _____ If Yes, Provide the letter with your paperwork.	
Is property located in the Historic District? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please provide a Historic Review Board (HRB) letter of approval, if there is a change in the color or design).	
Permit Application attached and completed.	
Address Request Form completed (for new houses - only):	
Three (3) complete sets of plans drawn to scale showing: a. Plot Plan attached (new construction) including setbacks and building location, flood zone, with plot plan sealed by a registered surveyor. b. Tree topo/removal application (if required)	
Foundation Plan.	
Floor Plan (each floor/loft)	

Electrical Floor Plans (size and location of service).	
1. A <u>mechanical plan</u> (Heat/AC) showing size of duct per room, HVAC unit size(s) and BTU rating. – Duct location: <input type="checkbox"/> Above ceiling <input type="checkbox"/> Below floor 2. A <u>plumbing plan</u> showing the location of each fixture. 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).	
Elevation plan(s) (all sides)	
Typical wall section(s) or detail(s) including footing to roof decking	
Waste Disposal Form completed and signed	
Contractor(s) Requirements: a. City License No. _____ Expires: _____ b. State License No. & Group No. _____ Expires: _____ c. Subcontractor's listed on Subcontractor's List Form _____ d. Prime Contractor's Affidavit signed _____ e. Electrician's Affidavit signed _____	
Encroachment Permit Application submitted and signed <input type="checkbox"/> SCDOT <input type="checkbox"/> Public Works a. Site plan indicates location of driveway with size of culvert/drain pipe located on plan. Encroachment Permit Approval provided <input type="checkbox"/> SCDOT <input type="checkbox"/> Public Works	
TOTAL LOT SQUARE FOOTAGE: _____ SQ. FT. IMPERVIOUS SURFACE: _____ SQ. FT. PERVIOUS SURFACE: _____ SQ. FT.	
NOTE: Tree protection must be installed prior to footing inspection.	
COMMENTS:	