



# PROJECT PERMIT APPLICATION FORM

## Less Than 5 Subs

Community Development Department  
1911 Boundary Street, Beaufort, South Carolina 29902  
p. (843) 525-7049 / f. (843) 986-5606  
Email: [permits@cityofbeaufort.org](mailto:permits@cityofbeaufort.org) / Website: [www.cityofbeaufort.org](http://www.cityofbeaufort.org)

Permit Fee: \$ \_\_\_\_\_

**OFFICE USE ONLY:** Date Filed: \_\_\_\_\_ Application #: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Pursuant to Section 6-29-1145 of the South Carolina Code of Laws, is this tract or parcel restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity described in this application?  Yes  No

The owner of the property is aware of and has authorized the proposed work as described in this application.  Yes  No

I acknowledge that the Department engages in a concurrent review and any extensive changes in design or construction during the review period may require a second review and additional fees. \_\_\_\_\_ Initial

Residential  Commercial  Historic District  ARB/HOA Neighborhood (copy of approval required)

### Applicant, Property and Project Information:

Applicant/Contractor Name: \_\_\_\_\_ SC State License No.: \_\_\_\_\_

Applicant E-mail: \_\_\_\_\_ Applicant Phone No.: \_\_\_\_\_

Applicant Title:  Homeowner  Tenant  Architect  Engineer  Developer  Contractor

Property Owner: \_\_\_\_\_

Owner E-mail: \_\_\_\_\_ Owner Phone No.: \_\_\_\_\_

Property Address: \_\_\_\_\_ Flood Zone: \_\_\_\_\_ Hiring Subcontractors?  Yes  No

**Addition (includes attached garage)** – Site Plan required showing complete impervious/pervious square footage \$ \_\_\_\_\_

**Accessory Structure – Over 200 SF – Res / Over 120 SF – Commercial** (includes accessory dwelling unit (ADU), detached garage, carport, shed, gazebo, pool house & green house) – Site Plan required showing impervious/pervious square footage. \$ \_\_\_\_\_

**Repair/Renovation** \$ \_\_\_\_\_

**Awning (New)** \$ \_\_\_\_\_

**Re-roof** \$ \_\_\_\_\_

**Electrical** \$ \_\_\_\_\_

**Plumbing** \$ \_\_\_\_\_

**HVAC** (incl. new weight vs. old weight) \$ \_\_\_\_\_

**Gas** \$ \_\_\_\_\_

**Window(s)/Door(s)** \$ \_\_\_\_\_

**Temp/Mobile Structures** \$ \_\_\_\_\_

**Other** \$ \_\_\_\_\_

**TOTAL PROJECT COST:** \$ \_\_\_\_\_  
(Materials + Labor)

### Scope of Work – Describe in Detail:

\_\_\_\_\_  
\_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# MINOR SUBCONTRACTOR'S LIST

Nov. 10, 2025

## Less Than 5 Subs

Business License Division ([buslicense@cityofbeaufort.org](mailto:buslicense@cityofbeaufort.org))

Building Permit ([permits@cityofbeaufort.org](mailto:permits@cityofbeaufort.org))

1911 Boundary Street, Beaufort, South Carolina, 29902

p. (843) 525-7025 / f. (843) 470-3517 [www.cityofbeaufort.org](http://www.cityofbeaufort.org)

### Instructions:

1. Complete this form in its entirety and submit with your application.
2. Ensure job amount is listed for all subs.

Owner: \_\_\_\_\_ Permit #: \_\_\_\_\_

Prime Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Site Address: \_\_\_\_\_

### OWNER OR PRIME CONTRACTOR HIRING NO SUBCONTRACTORS:

AS THE OWNER OF THE ABOVE SITE ADDRESS, I WILL BE DOING ALL THE WORK FOR THE PROJECT LISTED ON THE ABOVE PERMIT #. I UNDERSTAND THAT IF I HIRE SOMEONE ELSE TO DO ANY OF THE WORK, I WILL NEED TO COMPLETE THE LOWER PORTION AND RETURN TO THE BUSINESS LICENSE DEPARTMENT PRIOR TO RECEIVING MY FINAL INSPECTION APPROVAL FROM THE BUILDING CODES OFFICE.

SIGNATURE: \_\_\_\_\_ PHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

### OWNER OR PRIME CONTRACTOR WITH HIRED SUBCONTRACTORS:

I UNDERSTAND, AS A PRIME CONTRACTOR OR OWNER, THAT I AM TO ENSURE THAT ALL SUBCONTRACTORS HAVE A CURRENT CITY OF BEAUFORT BUSINESS LICENSE AND ARE REGISTERED WITH THE STATE (WHERE APPLICABLE) AND THAT ALL LICENSE FEES ARE PAID. **NO PERMIT WILL BE ISSUED** UNTIL THE LICENSE STATUS OF THE SUBCONTRACTORS LISTED BELOW IS VERIFIED AND APPROVED BY THE CITY OF BEAUFORT BUSINESS LICENSE DEPARTMENT.

SIGNATURE: \_\_\_\_\_ PHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

### LIST BELOW EACH OF THE SUBCONTRACTOR(S) WHO WILL BE WORKING ON THE ABOVE-MENTIONED JOB BY THE HOUR, THE JOB, OR BY CONTRACT:

Subcontractor's business name: \_\_\_\_\_ **OFFICIAL USE:**  
 Sub's address: \_\_\_\_\_  
 Sub's phone #: \_\_\_\_\_ Lic Fee: \_\_\_\_\_  
 Type of Sub's work done: \_\_\_\_\_ Lic Pd: \_\_\_\_\_  
**BUSINESS ACCT. NUMBER:** \_\_\_\_\_ Job cost: \_\_\_\_\_

Subcontractor's business name: \_\_\_\_\_ **OFFICIAL USE:**  
 Sub's address: \_\_\_\_\_  
 Sub's phone #: \_\_\_\_\_ Lic Fee: \_\_\_\_\_  
 Type of Sub's work done: \_\_\_\_\_ Lic Pd: \_\_\_\_\_  
**BUSINESS ACCT. NUMBER:** \_\_\_\_\_ Job cost: \_\_\_\_\_

Subcontractor's business name: \_\_\_\_\_ **OFFICIAL USE:**  
 Sub's address: \_\_\_\_\_  
 Sub's phone #: \_\_\_\_\_ Lic Fee: \_\_\_\_\_  
 Type of Sub's work done: \_\_\_\_\_ Lic Pd: \_\_\_\_\_  
**BUSINESS ACCT. NUMBER:** \_\_\_\_\_ Job cost: \_\_\_\_\_

Subcontractor's business name: \_\_\_\_\_ **OFFICIAL USE:**  
 Sub's address: \_\_\_\_\_  
 Sub's phone #: \_\_\_\_\_ Lic Fee: \_\_\_\_\_  
 Type of Sub's work done: \_\_\_\_\_ Lic Pd: \_\_\_\_\_  
**BUSINESS ACCT. NUMBER:** \_\_\_\_\_ Job cost: \_\_\_\_\_

### BELOW IS A SAMPLE LIST OF THE TYPE OF WORK THAT IS ASSOCIATED WITH CONSTRUCTION RELATED JOBS. LIST SUBCONTRACTORS WHO DID THESE AND ANY UNLISTED JOB TYPES ON THIS PROJECT:

INSTALLATION CATEGORIES: AUTOMATIC IRRIGATION/FIRE SPRINKLER, AWNING/SIGN, BURGULAR/FIRE ALARM SYSTEM, CABINET, CARPET/VINYL/FLOORING, CARPENTRY, CEILING, CERAMIC TILE, CHIMNEY, COUNTER TOPS, DOORS, ELEVATOR, FENCE, FIREPLACE, GARAGE DOORS, GAS, GLASS, GREASE TRAP, HOOD SYSTEM, IRON/STEEL, KITCHEN/BATH/BOOKCASE, RADIO/TV/SATELLITE DISH, SCREEN, SEWER, SEPTIC TANK, SIDING, TELEPHONE/PA SYSTEMS, TRUSSES AND OTHERS. OTHER CATEGORIES: BLOCK/BRICK MASONRY, CLEANING SERVICES, CONCRETE FINISHER, INTERIOR DECORATOR, DRYWALL, ELECTRICAL, EXTERMINATOR/PEST CONTROL, FRAMING, HVAC, HOUSE MOVER/DEMOLITION, INSULATION, LOT CLEARING, LAND DEVELOPMENT/IMPROVEMENTS, LANDFILLING, LANDSCAPING, MILLWORK, PAINTING, PAVING, PLUMBING, PORTABLE TOILETS, ROOFING, SECURITY SERVICES, STUCCO, SWIMMING POOL, TIN/METAL, TREE SURGEON/REMOVAL, TRIM CARPENTER, TRIM INTERIOR/EXTERIOR, WALLPAPER HANGER, WASTE BIN RENTAL, WELL DRILLING, WINDOWS & OTHERS.