



# SITE WORK PERMIT APPLICATION

Community Development Department  
1911 Boundary Street, Beaufort, South Carolina, 29902  
p. (843) 379-7051 / f. (843) 986-5606 / [permits@cityofbeaufort.org](mailto:permits@cityofbeaufort.org) / [www.cityofbeaufort.org](http://www.cityofbeaufort.org)

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

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

## Applicant, Property, and Project Information

Applicant Name: \_\_\_\_\_

Applicant E-mail: \_\_\_\_\_ Applicant Phone Number: \_\_\_\_\_

Applicant Title:  Property Owner  Developer  Architect  Engineer  Contractor

Contractor Name: \_\_\_\_\_ State License No: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Owner's Email Address: \_\_\_\_\_

Property Address: \_\_\_\_\_ Hiring subcontractors? YES  NO

Property PIN No: \_\_\_\_\_ Flood Zone: \_\_\_\_\_ Elevation \_\_\_\_\_

Total Lot SF: \_\_\_\_\_ Total New Impervious SF: \_\_\_\_\_

Existing Impervious SF: \_\_\_\_\_ Pervious SF: \_\_\_\_\_

**Site Work Cost:** \_\_\_\_\_

**SCOPE OF WORK - DESCRIBE IN DETAIL:**

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

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**NOTE: Submittals will be reviewed for completeness prior to being accepted. Project Permits will not be issued until all fees have been paid and required submittals reviewed and approved.**



## SITE WORK PERMIT SUBMITTAL CHECKLIST

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### **PRE-SUBMITTALS:**

**Yes**

**No**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Attended a Pre-Application meeting with planning staff (required)   |
| <input type="checkbox"/> | <input type="checkbox"/> | Attended a Pre-Design meeting (at the discretion of planning staff) |
| <input type="checkbox"/> | <input type="checkbox"/> | If subdividing – Preliminary Plat approval (required)               |

### **SUBMITTALS:**

- Site Work Permit Application and Small Sub List (completed)
- 3 Sets of full sheets (24 x 36) plans (and a digital set) drawn to scale to include the following:
  - 1. Title/Cover Sheet**
    - a. To include title block with date, address, and name of project
  - 2. Existing Conditions**
    - a. To include Topographic Survey, contours, trees, existing structures (in accordance with SC Code of Regulations – Chapter 49 – Article 4)
  - 3. Demolition and Removal Plan (if applicable)**
    - a. To include tree protection, soil erosion & sediment control
  - 4. Layout & Dimension Plan (Site Plan)**
    - a. To include accessible elements, parking, striping, sidewalks, proposed building footprints
  - 5. Drainage/Grading Plan**
    - a. To include, sections/profiles, SWPPP package & Engineer's report, comply with SoLoCo Stormwater Manual.
  - 6. Site Utilities**
    - a. To include Fire Line w/hydrant locations, FDC, PIV, access roads for fire apparatus, stormwater conveyances, water, electric, gas, etc.
  - 7. Tree schedule (size and type to be removed and remaining)**
  - 8. Tree Mitigation Schedule** (if applicable) – See Tree Mitigation Spreadsheet on website.
  - 9. Landscape Plan**
  - 10. Site Lighting Plan** (if applicable)
  - 11. Details**

**NOTE:** Outside agency approvals (i.e. SCDOT, BJWSA, DHEC/OCRM, etc.) – Approvals will need to be submitted prior to a Site Work Permit being issued.



# MINOR SUBCONTRACTOR'S LIST PROJECT COST UNDER \$50,000 & 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 business name: _____	<b>OFFICIAL USE:</b>
Sub's address/phone: _____	
Type of Sub's work done: _____	Lic Fee: _____
<b>BUSINESS ACCT. NUMBER:</b> _____ Job cost: _____	Lic Pd: _____

Subcontractor business name: _____	<b>OFFICIAL USE:</b>
Sub's address/phone: _____	
Type of Sub's work done: _____	Lic Fee: _____
<b>BUSINESS ACCT. NUMBER:</b> _____ Job cost: _____	Lic Pd: _____

Subcontractor business name: _____	<b>OFFICIAL USE:</b>
Sub's address/phone: _____	
Type of Sub's work done: _____	Lic Fee: _____
<b>BUSINESS ACCT. NUMBER:</b> _____ Job cost: _____	Lic Pd: _____

Subcontractor business name: _____	<b>OFFICIAL USE:</b>
Sub's address/phone: _____	
Type of Sub's work done: _____	Lic Fee: _____
<b>BUSINESS ACCT. NUMBER:</b> _____ Job cost: _____	Lic Pd: _____

**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, MILL/WORK, PAINTING, PAVING, PLUMBING, PORTABLE TOILETS, ROOFING, SECURITY SERVICES, STUCCO, SWIMMING POOL, TIN/METAL, TREE SURGEON/REMOVAL, TRIM CARPENTER, TRIM INTERIOR/EXTERIOR, WALL PAPER HANGER, WASTE BIN RENTAL, WELL DRILLING, WINDOWS & OTHERS.