

**CITY OF BEAUFORT DEMOLITION CHECKLIST  
FOR COMPLETE STRUCTURE DEMOLITION PERMIT**

**The following items are the contractor's responsibility as part of the demolition work:**

- Contact City of Beaufort to verify the structure is not on the historic register. Email [permits@cityofbeaufort.org](mailto:permits@cityofbeaufort.org).
- Verify the owner of the property according to the Beaufort County Assessor's records. If someone other than the homeowner listed is applying for the permit, the homeowner will need to submit something in writing stating that they approve the demolition.
- Contact the utility locator, Palmetto Utility Protection Service (888) 721-7877, to mark the utilities. Once marked call (email [permits@cityofbeaufort.org](mailto:permits@cityofbeaufort.org) for inspection prior to a permit being issued).
- Install silt fence and tree protection. Email [permits@cityofbeaufort.org](mailto:permits@cityofbeaufort.org) when installed for inspection prior to permit being issued.
- Contact Dominion Energy SC to retire gas service at 1-800-251-7234. Request an **Investigate Order** be created. Verifying there is no current gas service to property is not adequate. The request for an **Investigate Order** to Dominion will ensure that any gas lines located on the property are inactive and/or made inactive.
- Contact Dominion Energy SC to retire electrical service at 1-800-251-7234.
- Contact BJWSA to sever and cap the water and sewer.
- Contact Hargray (Sparklight) or CenturyLink to retire any cable or telephone service.
- Comply with all local, state, and federal requirements for disposal of debris and hazardous material.
- Contact the City Police Department (843) 322-7900 and Fire Department (843) 525-7055 for any lane closures that may occur or may be needed.
- A demolition permit will be required – email to [permits@cityofbeaufort.org](mailto:permits@cityofbeaufort.org). You can visit our website at [www.cityofbeaufort.org /Government / Community & Economic Development / Building Codes](http://www.cityofbeaufort.org/Government/Community%20&%20Economic%20Development/Building%20Codes) for an application. The permit fee will be \$100 for Residential and \$200 for Commercial. Please note: A complete demolition of a commercial building will require a DHEC Permit be submitted with the demo permit application to the City.
- Remove and properly dispose of all miscellaneous debris, trash, or litter on the site including construction debris, campers, trailers, white goods, etc. Nothing but vegetation is to be left on the site.
- After demolition, grade and seed the lot. Top soil is to be disturbed only to the extent necessary for grading, seeding and removal of debris. No trees are to be removed.
- The contractor will be responsible for the repair of any collateral damage as a result of listed work.

I verify that the above items have been obtained and approved:

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Date



# MINOR PROJECT PERMIT APPLICATION

Community Development Department

1911 Boundary Street, Beaufort, South Carolina, 29902

p. (843) 525-7049 / 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 #: \_\_\_\_\_

**RESIDENTIAL**  **COMMERCIAL**  **HISTORIC DISTRICT**  **ARB/HOA Neighborhood** (copy of approval required)

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

### Applicant, Property, and Project Information

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

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

Applicant Title:  Homeowner  Tenant  Architect  Engineer  Developer  Contractor

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

Property Address: \_\_\_\_\_ Flood Zone: \_\_\_\_\_

### Required Application Information

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Storage Shed (Under 200 SF -Res / Under 120 SF - Comm'I)</b> – Site Plan required showing location/setbacks of shed. | <input type="checkbox"/> <b>Awning</b> - Replacement/recover – no signage   |
| <input type="checkbox"/> <b>Fence</b> (Site Plan required to show location & describe type and height)   | <input type="checkbox"/> <b>Moving Structure</b> - Additional Paperwork Needed  |
| <input type="checkbox"/> <b>Demolition</b> (Minor)   | <input type="checkbox"/> <b>Temporary Use Permit</b> - Special Event, Food Truck, Farmers Market, Circus, Weekend Flea Market |
| <input type="checkbox"/> <b>Demolition</b> (Complete)  | <input type="checkbox"/> <b>Miscellaneous/Other</b>   |
| <input type="checkbox"/> <b>Banner</b> (Max size 3' x 10')   |   |

**COST OF PROJECT:** \_\_\_\_\_

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

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

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



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

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

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

Subcontractor business name: \_\_\_\_\_ OFFICIAL USE:  
Sub's address/phone: \_\_\_\_\_  
Type of Sub's work done: \_\_\_\_\_ Lic Fee: \_\_\_\_\_  
**BUSINESS ACCT. NUMBER:** \_\_\_\_\_ 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, BURGLAR/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.