



# BUILDING PERMIT REQUIREMENT CHECKLIST FOR RESIDENTIAL AND COMMERCIAL

Updated 10/29/24

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)

ITEMS REQUIRED	RESIDENTIAL	COMMERCIAL
<input type="checkbox"/> Property usage meets requirements of The Beaufort Code	X	X
<input type="checkbox"/> Previous Use (for existing commercial buildings)		X
<input type="checkbox"/> Permit Application completed entirely (include Pre-Subcontractor List with name, address, TBD, or N/A and contract amount)	X	X
<input type="checkbox"/> Digital copy of plans (including Drainage/Grading plan showing existing & proposed contours) – (Email to <a href="mailto:hstephenson@cityofbeaufort.org">hstephenson@cityofbeaufort.org</a> )	X	X
<input type="checkbox"/> Complete hardcopy sets of plans drawn to scale (signed and stamped by a SC registered Architect and/or Engineer – one original) stapled, include the following:	2 Sets 24 x 36 (size)	3 Sets 24 x 36 (size)
<input type="checkbox"/> Site Plan drawn to scale (should reference included <u>signed</u> survey, include bldg. footprint & FFE, setbacks, driveways/parking, mech equip., % of impervious surface)	X	X
<input type="checkbox"/> Tree Topo/Survey (include legend showing trees to be removed & remain) (individually listed)	Can be included in grading/drainage plan	X
Architectural Plans shall include the following: <input type="checkbox"/> Foundation Plan <input type="checkbox"/> Floor Plan <input type="checkbox"/> Plumbing Plan <input type="checkbox"/> Electrical Plan <input type="checkbox"/> HVAC Plan <input type="checkbox"/> Gas Plan <input type="checkbox"/> Flood Zone Info (always include Finished Floor Elevations – FFE)	X	X
<input type="checkbox"/> Tree Removal Application (if applicable)	X	X
<input type="checkbox"/> Statement of Understanding by Prime Contractor	X	X
<input type="checkbox"/> Energy Code Checklist (REScheck)	X	
<input type="checkbox"/> Manual J & S	X	
<input type="checkbox"/> Soil Report (Geotech Report)		X
<input type="checkbox"/> Energy Code Checklist (COMcheck)		X
<i>Required/confirmed prior to accepting an application</i>		

**APPROVALS FROM THE FOLLOWING WILL BE REQUIRED BEFORE A PERMIT CAN BE ISSUED:**

**BUILDING CODES RESPONSIBILITY:** The Building Codes Department coordinates review by Building Official, Planning & Zoning, Drainage/Grading, and Fire Marshal (for Commercial).

**APPLICANT'S RESPONSIBILITY:**

**For Residential and Commercial Projects:**

- Design Review – HRB, DRB or Staff (*if applicable, to be done prior to submitting for a project permit*)
- SCDOT or City Encroachment Permit (**required for all driveways or curb cuts**)
- All subcontractors are required to obtain a City of Beaufort Business License prior to any work on jobsite
- Tree Protection, Silt Fence Installation & construction driveway consistent with 2018 Beaufort County Stormwater BMP – email [hstephenson@cityofbeaufort.org](mailto:hstephenson@cityofbeaufort.org) when this is complete.
- Special Inspection Application (if applicable) - *submitted for approval prior to start of work*

**For Commercial Projects ONLY:** (All of the above, plus)

- May need to attend a Pre-Con meeting (Call 843-379-7051 to schedule)
- Asbestos Survey (required for all demolitions/renovations (if asbestos is found, a DHEC Permit will be required)
- DHEC and/or OCRM Approval (if applicable)
- EPA Approval (i.e. gas stations, fuel tanks, etc.)
- State Fire Marshal's Office (for sprinkler systems ONLY) – FSSS & Cert of Compliance required at Plans Review
- BJWSA – see [www.bjwsa.org](http://www.bjwsa.org) for more details

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Date