



SINGLE FAMILY NEW CONSTRUCTION CHECKLIST

For applications and other information about development in Charleston, see our website at www.charleston-sc.gov/constructionanddevelopment.

Notes:

1. If the project is located in Board of Architectural Review (BAR) jurisdiction see BAR submittal requirements located at www.charleston-sc.gov/bar. For new Single Family Dwellings, this includes properties located south of Line Street on the peninsula.
2. Owners building their own home must register with the RMC as a non-licensed contractor prior to obtaining building permits. See forms at www.charleston-sc.gov/inspections.
3. For Critical Line Buffer information, see requirements for lots with a platted OCRM Critical Line Buffer – www.charleston-sc.gov/shared/docs/0/criticallinebuffer.pdf.
4. If the new residence is considered an Affordable Housing project, a letter must be submitted by the City's Housing and Community Development department stating that the construction meets the Affordable Housing Ordinance requirements. It may be addressed to the Zoning Administrator.

Submittal Requirements

Submit plans to: **City of Charleston Customer Service Coordinator** who is located in the lobby of 75 Calhoun Street, Third Floor.

Below is a checklist of required documents for submittal of a New Single Family Dwelling. Please note that incomplete submittals will not be accepted for review.

ALL PLANS MUST BE TO SCALE

- Residential New Single Family Permit Application: 1 copy (pink sheet)**
 - www.charleston-sc.gov/shared/docs/0/sfnapplicationpg1.pdf
- International Residential Code Correction Sheet: 1 copy**
 - www.charleston-sc.gov/shared/docs/0/sfnirccorrections.pdf

Site Plan—3 copies are required to be submitted and must include the following information:

- Front, rear, and side setbacks; north arrow; and any easements
- Elevation of adjacent curb—(Zoning Ordinance defines height of a building as measured from the adjacent curb to the highest point of the finished roof)
 - The adjacent curb elevation may be shown on the elevation drawings or shown on the site plan. If shown on the site plan, you must also include the finished elevation at the site of the building.
- Accurate footprint of all proposed buildings including location of exterior stairs, decks, porches, HVAC platforms, driveways, etc.
- Tree survey or tree statement with written verification that **“No trees 24” DBH or greater exist on this property”**
- Adjacent water features labeled correctly and any correlating buffers—see information link on page one. (Note: Properties subdivided before September 12, 2000 are exempt from the City’s Critical Line Buffer Requirements.)
- Any easements or encroachments into the public right of way
- If applicable, properties that have obtained a variance or special exception from either Board of Zoning Appeals or Board of Architectural Review shall include a copy of their previously approved site plan indicating the meeting date in which approval was granted.
- Attached structures shall submit site plans that show the entire building in relationship to the existing property lines

Building Plans—2 copies are required to be submitted and must include the following information:

- Edition of International Residential Code used in design
- Plans by a registered design professional must have original seals and signatures
- Manual J
- Proof of International Energy Conservation Code (IECC) Compliance
 - One option to prove compliance is by completing this form:
www.charleston-sc.gov/shared/docs/0/ieccform.pdf

- Structures in Flood Zone required for Engineering; V- zone design certificates are required when applicable
 - www.charleston-sc.gov/shared/docs/0/vzone.pdf
- North, South, East & West **scaled** elevation drawings; include roof pitch and chimney height above roof; elevation of adjacent curb- (Zoning Ordinance defines height of a building as measured from the adjacent curb to the highest point of the finished roof)
- Foundation plan with footing size, foundation walls or piers height above grade, rebar size and quantity
- Framing details of floor, wall, ceiling, roof, headers, beams, and girders— include size, species, spans and spacing of framing members and wall section showing a continuous load path from roof to footing
- Floor plans showing all rooms and their intended use, stairs, hand and guardrails, closets, cabinets, fireplaces, bath and kitchen fixtures; show location, type and size of windows and doors, electrical layout with location of smoke alarms (*Note: Windows must show DP rating.)
- Indicate how glazing will be protected from windborne debris
- Structural details, such as brick veneer attachment if more than one story above grade, size and thickness of wood structural panels, component and cladding loads, and nailing patterns

NOTE: An engineering permit and inspection by the Engineering Division is required for driveways, sidewalks, and walkways in the public right-of-way prior to the issuance of a Certificate of Occupancy. Call 724-3782 for permit information and inspection requests. An engineering permit is also required when installing irrigation in the public right-of-way but Public Works approval must be obtained first. Call 724-3761 for information on the Public Works approval process.

- www.charleston-sc.gov/engineering
- www.charleston-sc.gov/shared/docs/0/engineeringpermitapplication.pdf