

# City of Charleston Single Family Permit Application

Application Number \_\_\_\_\_

Name and Address of Property Owner \_\_\_\_\_

Contractor \_\_\_\_\_ Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

State License No. \_\_\_\_\_ City Business License No. \_\_\_\_\_ E-mail \_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_ Parcel \_\_\_\_\_ Address (if known) \_\_\_\_\_

Subdivision \_\_\_\_\_ Phase \_\_\_\_\_ TMS \_\_\_\_\_ Zoning \_\_\_\_\_

Heated Sq. Ft. \_\_\_\_\_ Unheated Sq. Ft. (Includes garages, porches, decks) \_\_\_\_\_

Construction Documents for Building Inspections review are included with this submittal: Yes \_\_\_\_\_ No \_\_\_\_\_

## ZONING REVIEW REQUIRES 2 SETS OF THE FOLLOWING PLANS WITH THIS APPLICATION:

1. **SCALED SITE PLANS** should be prepared, signed and sealed by a South Carolina licensed professional (i.e. surveyor or engineer; include state registration number on the site plan) and must include:

- Front, rear and side setbacks from property line to building(s), all easements, north arrow.
- Tree survey accurately showing the location of all grand trees (24" or greater D.B.H.). If no grand trees exist on the lot, the statement, "**NO TREES 24" D.B.H. OR LARGER EXIST ON THE PROPERTY**" must be on each site plan. Plans that do not protect grand trees pursuant to Article 3, Part 6 of the Zoning Ordinance will be **REJECTED**.
- All water features (marshes, lakes, ponds, etc.) abutting /adjacent to the property must be shown and identified.

2. **SCALED ELEVATION PLANS** indicating the height of all buildings measured from **CURB LINE ELEVATION, OR STREET ELEVATION** if there is no curb, to the highest point of the finished roof.

3. **FLOOR PLANS** of all buildings indicating rooms, garages, porches and decks.

For additional information, please contact the following:

GIS 843-724-3787  
Engineering 843-724-3761  
Zoning 843-724-3781  
Inspections 834-579-7519

I certify that the information on the application and its attachments is correct, that the proposed improvement(s) comply with private neighborhood covenants, if there are any, and that I am the owner of the subject property or the authorized representative of the owner. I authorize the subject property to be inspected for verification of same.

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

### For GIS Use Only

TMS \_\_\_\_\_ Assigned Address \_\_\_\_\_  
Date Received \_\_\_\_\_ Date Assigned \_\_\_\_\_ By \_\_\_\_\_

### For Engineering Use Only

The Flood Zone determination is \_\_\_\_\_ with a Base Flood Elevation of \_\_\_\_\_ feet above Mean Sea Level.

This determination was made from maps prepared by the Department of Housing and Urban Development for the Federal Insurance Administration.

Community Panel No. \_\_\_\_\_ Date \_\_\_\_\_

Date Received \_\_\_\_\_ Date Assigned \_\_\_\_\_ By \_\_\_\_\_

Approved by Engineering Inspector: Full Permit \_\_\_ Clearing & grading only \_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_

### For Zoning Use Only

Date Received \_\_\_\_\_ Date Approved \_\_\_\_\_ By \_\_\_\_\_

### For Building Inspections Use Only

Date Received \_\_\_\_\_ Date Approved \_\_\_\_\_ By \_\_\_\_\_