



New Single Family Residential Construction Zoning Permit Checklist

If applicable (1) Hard Copy of a Site Plan is required for Private Right of Way Easement and **MUST** be approved by the Planning Department prior to Public Works approval.

☐ **Tax Map Number** (Can be found on Tax Bill or provided by staff)

☐ **Address to be assigned by 911 addressing** (in GIS Dept.)

☐ **Tree survey -OR- Signed letter from Civil Engineer or Landscape Architect**

All tree surveys shall include the name, phone number, address, signature, and seal of a licensed surveyor, landscape architect, or civil engineer registered in the State of South Carolina. The survey shall include all trees to be protected or preserved, and those scheduled to be removed, including dead and damaged trees.

☐ **Signed Tree Affidavit** (in Planning Dept.)

☐ **Signed Restrictive Covenants Affidavit** (in Planning Dept.)

☐ **Signed Ingress/Egress/Private Easement Affidavit** (in Planning Dept.)

☐ **A driveway encroachment permit may be required before building permit approval. An encroachment permit may change the layout of your site plan. ** Private roads do not require an encroachment permit.**

☐ **Paid Receipt from local provider for public water & sewer -OR-**

☐ **Septic Tank Approval (from DHEC) and Well Notice of Intent (NOI) Approval Letter from DHEC**

*** Water Availability Letters will NOT be accepted**

☐ **Affidavit signed by the property owner or by legal representative if there is existing well/septic or public water/sewer, if applicable** (in Planning Dept.)

☐ **Exterior Elevation indicating building height**

☐ **Site Plan** - (Electronic plans will require graphic scale on site plan)

- Drawn to **Engineer's Scale**: (1" = 10', 20', 30', 40', 50' or 60') with graphic scale for reference
- Information to include in site plan:
 1. Property dimensions (may be found on a recorded plat, which can be obtained from the ROD Office located at 101 Meeting Street, Downtown).
 2. Dimensions, setbacks, and locations of all existing and proposed structures and improvements.
 3. Driveways, lot coverage calculations (impervious/pervious surfaces and buildings).
 4. Grand Trees (24' DBH or greater) that are in the footprint of a structure, except pines.
 5. Protective tree barricades shall be placed around all grand trees and any required trees in or near development areas.
 6. **Wetlands/OCRM Critical Line delineated, approved, stamped and signed every (5) years by Coastal Council (if applicable).**

☐ **Floor Square Footage** (see below) **to be included on Zoning Application**

- First, Second, and Third Floor, Covered Porch, Non-Covered Decks, Garage, Parking Under, Storage, Building Height, Etc.

☐ **Cost of Construction**

☐ **Fee Required for Zoning Permit**

NOTE: Payments to Charleston County Zoning and Planning Department are by cash, check with a valid Driver's License, or credit card

To submit via the online portal: https://eplweb.charlestoncounty.gov/EnerGov_Prod/SelfService#/home

Important Contact Information:

Planning/Zoning 202-7200

Building Services 202-6930

DES/Septic/Well

OCRM/Coastal Council

953-0150

953-0200

Register of Deeds (ROD)

Mobile Homes

958-4800

958-4151