



## 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://epiweb.charlestoncounty.org/EnerGov\\_Prod/SelfService#/home](https://epiweb.charlestoncounty.org/EnerGov_Prod/SelfService#/home)**

**Important Contact Information:**

Planning/Zoning 202-7200

DES/Septic/Well

953-0150

Register of Deeds (ROD) 958-4800

Building Services 202-6930

OCRM/Coastal Council 953-0200

Mobile Homes 958-4151

# County of Charleston

## ZONING PERMIT APPLICATION

### Applicant (your information):

Public Services Building  
 Planning Department  
 4045 Bridge View Drive  
 North Charleston, SC 29405  
 Phone 843-202-7200  
 Fax 843-202-7222  
[www.charlestoncounty.org](http://www.charlestoncounty.org)



|                           |                          |
|---------------------------|--------------------------|
| <b>First Name:</b>        | <b>Last Name:</b>        |
| <b>Your Home Address:</b> | <b>City, State, Zip:</b> |
| <b>Phone #:</b>           | <b>E-mail address:</b>   |

### Subject Property Information:

|  |
|--|
| <b>Project Parcel ID # (PID)/ Tax Map # (TMS):</b> |
|--|

|   |
|---|
| <b>Project Property Address with City, State &amp; Zip Code: (Where the work will be completed)</b> |
|---|

|                                   |  |                          |                          |                          |                          |
|-----------------------------------|--|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>Applying for (select ONE):</b> |  |                          |                          |                          |                          |
| <input type="checkbox"/>          | <b>New Single Family Residence</b>     | <input type="checkbox"/> | <b>Addition</b>          | <input type="checkbox"/> | <b>Tree Removal</b>      |
| <input type="checkbox"/>          | <b>Accessory Structure</b>             | <input type="checkbox"/> | <b>Power Pole</b>        | <input type="checkbox"/> | <b>Business License</b>  |
| <input type="checkbox"/>          | <b>Demolition</b>                      | <input type="checkbox"/> | <b>Electrical</b>        | <input type="checkbox"/> | <b>Safety Inspection</b> |
| <input type="checkbox"/>          | <b>Mobile Home (in flood zone)</b>     | <input type="checkbox"/> | <b>Commercial</b>        | <input type="checkbox"/> | <b>Tower</b>             |
| <input type="checkbox"/>          | <b>Mobile Home (not in flood zone)</b> | <input type="checkbox"/> | <b>Solar Panels</b>      | <input type="checkbox"/> | <b>Temporary Sales</b>   |
| <input type="checkbox"/>          | <b>Pool</b>                            | <input type="checkbox"/> | <b>Site Construction</b> | <input type="checkbox"/> |                          |
| <input type="checkbox"/>          | <b>Renovation /Alteration</b>          | <input type="checkbox"/> | <b>Fence/Gate</b>        | <input type="checkbox"/> |                          |

### Construction Information For NEW Construction (DO NOT LIST EXISTING):

| 1 <sup>st</sup> Floor<br>SQ FT | 2 <sup>nd</sup> Floor<br>SQ FT | 3 <sup>rd</sup> Floor<br>SQ FT | Attached or Drive<br>Under Garage SQ<br>FT (CIRCLE ONE) | Detached<br>Garage SQ<br>FT | Covered<br>Porch SQ<br>FT | Shed/Deck/<br>Carport<br>(CIRCLE ONE) | Pool SQ<br>FT |
|--------------------------------|--------------------------------|--------------------------------|---|-----------------------------|---------------------------|---------------------------------------|---------------|
|                                |                                |                                |   |                             |                           |                                       |               |

| Building<br>Height | Total Heated<br>SQ FT | Total Cost of<br>Construction | Mobile<br>Home SQ FT | Addition only<br>Added SQ FT | Lot SQ<br>FT | Impervious<br>SQ FT |
|--------------------|-----------------------|-------------------------------|----------------------|------------------------------|--------------|---------------------|
|                    |                       |                               |                      |                              |              |                     |

|                             |              |
|-----------------------------|--------------|
| <b>Applicant Signature:</b> | <b>Date:</b> |
|-----------------------------|--------------|

### Official Use Only:

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

Received By: \_\_\_\_\_ Date: \_\_\_\_\_ App #: \_\_\_\_\_



**CHARLESTON  
COUNTY**  
SOUTH CAROLINA

**TREE AFFIDAVIT**

Joel H. Evans, AICP, PLA  
Zoning & Planning Director

843.202.7200  
1.800.524.7832  
Fax: 843.202.7222  
Lonnie Hamilton, III  
Public Services Building  
4045 Bridge View Drive  
North Charleston, SC 29405-7464

**SINGLE FAMILY RESIDENTIAL HOMES**

I, \_\_\_\_\_, hereby certify that proposed development at  
(address): \_\_\_\_\_,

PID # (Parcel Identification #) / TMS # (Tax Map #): \_\_\_\_\_

will be undertaken without the disturbance, alteration, removal or destruction of any required Grand Tree (24" DBH or greater) as defined in **Article 9.2 Tree Protection and Preservation** of the *Charleston County Zoning & Land Development Regulations Ordinance*.

Tree protective barricades shall be placed around all required trees in or near development areas as described in **Article 9.2.4.B Tree Protection During Development and Construction**.

I assume full legal responsibility for any actions not in compliance with tree preservation requirements of Charleston County. I am aware that violations may result in stop work orders, revocation of zoning and building permits, delays in issuance of certificate of occupancy, fines and replacement of trees as mandated by the Board of Zoning Appeals of Planning Director.

\_\_\_\_\_  
(Owner / Representative Signature) (Date)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
For Staff Use Only:

Received by \_\_\_\_\_ Date \_\_\_\_\_ Application Number \_\_\_\_\_



Joel H. Evans, AICP, PLA  
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**RESTRICTIVE COVENANTS AFFIDAVIT**

I, \_\_\_\_\_, have researched the restrictive covenants applicable to Parcel Identification Number/s (PID #) \_\_\_\_\_ located at (address/es) \_\_\_\_\_, and have found that either there are no restrictive covenants applicable to the subject property/properties or that the proposed application is not contrary to, does not conflict with, and is not prohibited by any of the restrictive covenants, as specified in South Carolina Code of Laws, Section 6-29-1145.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name)

Explanation:

Effective July 1, 2007, South Carolina Code of Laws Section 6-29-1145 requires local governments to inquire in the permit application, or in written instructions provided to the applicant, if a tract or parcel of land is restricted by a recorded covenant that is contrary to, conflicts with or prohibits an activity for which a permit is being sought. (Section 6-29-1145 is copied on the back of this page)

\_\_\_\_\_  
For Staff Use Only:

Received by \_\_\_\_\_ Date \_\_\_\_\_ Application Number \_\_\_\_\_

**“Section 6-29-1145.**

**(A) In an application for a permit, the local planning agency must inquire in the application or by written instructions to an applicant whether the tract or parcel of land is restricted by any recorded covenant that is contrary to, conflicts with or prohibits the permitted activity.**

**(B) If a local planning agency has actual notice of a restrictive covenant on a tract or parcel of land that is contrary to, conflicts with, or prohibits the permitted activity;**

- 1. in the application for the permit;**
- 2. from materials or information submitted by the person or persons requesting the permit; or**
- 3. from any other source including, but not limited to, other property holders, the local planning agency must not issue the permit unless the local planning agency receives confirmation from the applicant that the restrictive covenant has been released for the tract or parcel of land by action of the appropriate authority or property holder or by court order.**

**(C) As used in this section:**

- 1. ‘actual notice’ is not constructive notice of documents filed in local offices concerning the property, and does not require the local planning agency to conduct searches in any records offices for filed restrictive covenants;**
- 2. ‘permit’ does not mean an authorization to build or place a structure on a tract or parcel of land; and**
- 3. ‘restrictive covenant’ does not mean a restriction concerning a type of structure that may be built or placed on a tract or parcel of land.”**