

Zoning and Planning Department

Checklist of Requirements

Additions, Sheds, Detached Garages, Pools, and Carports



- Tax Map Number *(Can be found on Tax Bill or provided by Staff)*
- Signed Tree Affidavit *(in Planning Department)*
- Signed Restrictive Covenants Affidavit *(in Planning Department)*
- A driveway encroachment permit may be required before building permit approval. An encroachment permit may change the layout of your plan. ****Private roads do not require an encroachment permit.**
- Tree Survey or Tree Letter from licensed Surveyor, Arborist, Engineer, or Landscape Architect if there are any Grand Trees 24" DBH or greater within 40' of proposed building areas.
- Site Plan
 - Drawn to Engineer's Scale: 1" = 10', 20', 30', 40', 50', or 60'
 - Shall include the following details:
 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 and locations of all existing and proposed structures and improvements
 3. Driveways, setbacks, lot coverage calculations (impervious/pervious surfaces and buildings)
 4. Grand Trees (24" DBH or greater) that are in the footprint of a structure, except pine trees.
 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 five (5) years by Coastal Council (if applicable).
- Exterior Elevation with Overall Height Dimension **(except for pools)**
- Cost of Construction/Valuation
- Fee required for Zoning Permit

- The first shed that is 120 sq ft or less does not require a Zoning Permit.

NOTE: All payments to Charleston County Zoning and Planning Department are by CASH, CHECK with a valid ID, or CREDIT CARD.

Please submit via our online portal: https://eplweb.charlestoncounty.org/EnerGov_Prod/SelfService#/home

IMPORTANT CONTACT INFORMATION:

Planning/Zoning	202-7200	SCDES/Septic/Well	953-0150
Building Services	202-6930	ROD (Register of Deeds)	958-4800
OCRM/Coastal Council	953-0200		

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