



City of Folly Beach

21 Center Street

PO Box 48

Folly Beach, SC 29439

Permit Application

Please fill out application and contractor's licenses information and print sign and date. Any information that if found to be missing or fraudulent shall result in voiding the Permit. Permits are not transferable, and fees paid to this department will only be refunded within 20 days after written request by the applicant. **Quiet work only on Saturday or Sunday (enforced when noise complaint received).** Normal work hours are 8am to 6pm Monday through Friday Dumpster and Toilet must be provided at all times onsite.

NOTE: Please submit electronically to permits@follybeach.gov.

PID/Tax Map #: _____

Job Address: _____

Property Owner Name & Email: _____

State License # (SCLLR) _____ Expiration Date _____

Applicant _____ Address _____

City _____ State _____ Zip Code _____ Phone _____

Email _____

DESCRIPTION OF WORK:

Number of Bedrooms _____

Total Cost of Job (labor and materials) _____ Base Flood Elevation(BFE) _____

Covered square footage _____ Heated Square Footage _____

Roofing- submit material specifications with permit application. Must be tested to 150 MPH(3 SEC GUST). ASTM D 7158 class H or ASTM D-3161 class F

Office Use Only

Zoning Administrator

Building Official

Public Safety Official

APPLICANT MUST SIGN HERE:

By signing this application, I attest that all information is accurate and I will abide by all ordinances in effect at time of application. I also give permission that, as long as the permit is valid, inspectors may enter the construction project during normal business hours to conduct an inspection.

Print Name _____

Signature _____

Date _____

PERMIT PACKET — PLEASE READ FIRST

START HERE!

STEP 1 — PLEASE READ PAGES 3–4, REGARDLESS OF PERMIT TYPE.

Pages 3–4 cover: submission, permit requirements, contractor/homeowner requirements, DRB & zoning, turnaround times, and unlisted projects.

STEP 2 — FIND YOUR PERMIT TYPE

Find your project below and go to the page listed:

- New Construction / Renovations / Additions - Page 5
- Interior Renovation (Non-Structural) - Page 5
- Decks / Stairs / Handrails - Page 6
- Painting - Page 6
- Fence - Page 7
- Tree - Page 7
- Pool - Page 7
- Driveway - Page 8
- Dock - Page 8
- Elevator - Page 8
- Seawall - Page 9
- Bulkhead - Page 9
- Septic - Page 9
- Fireplace - Page 10
- Roofing - Page 10
- Windows / Doors - Page 10
- Mechanical - Page 11
- Plumbing - Page 11
- Electrical - Page 11
- Gas - Page 11
- Solar - Page 12
- Generator / Generator Stand - Page 12
- Dumpster / POD in Right-of-Way - Page 12
- Other Permits/Scopes - Page 13

STEP 3 — CHECK YOUR DOCUMENTS

Use the checklist for your permit type. Make sure you send EVERYTHING listed.

Missing documents may delay your permit.

STEP 4 — SUBMIT

EMAIL ALL PERMITS TO: PERMITS@FOLLYBEACH.GOV

Email submission is encouraged for **faster turnaround, tracking, and recordkeeping.**

If you cannot email your permit, you may drop it off at City Hall. **All required documents must be included for an application to be accepted.**

**THANK YOU FOR HELPING US PROCESS YOUR
PERMIT AS QUICKLY AS POSSIBLE!**

PERMIT REQUIREMENTS

THE CITY OF FOLLY BEACH REQUIRES PERMITS FOR **ALL CONSTRUCTION WORK**, INCLUDING NEW CONSTRUCTION, REMODELING, AND REPAIRS.

PERMITS ARE ALSO REQUIRED FOR, BUT ARE NOT LIMITED TO:

- DOCKS
- SEAWALLS
- FENCES
- SWIMMING POOLS
- ELEVATORS
- FIREPLACES
- DRIVEWAYS
- BULKHEADS
- TREE WORK
- SEPTIC TANK INSTALLATIONS AND REPAIRS

IN ADDITION, PERMITS ARE REQUIRED FOR ALL **MECHANICAL, PLUMBING, ELECTRICAL, AND GAS WORK**.

PLEASE OBTAIN THE REQUIRED PERMITS **BEFORE BEGINNING ANY WORK**. FAILURE TO OBTAIN THE APPROPRIATE PERMITS MAY RESULT IN ENFORCEMENT ACTION, PENALTIES, OR DELAYS IN COMPLETING THE PROJECT.

HOW TO SUBMIT:

- PLEASE SUBMIT ALL PERMITS THROUGH EMAIL TO PERMITS@FOLLYBEACH.GOV. WE ENCOURAGE ELECTRONIC SUBMITTAL FOR FASTER TURNAROUND TIMES, AS WELL AS LONG-TERM TRACKING AND RECORDKEEPING PURPOSES.
- IF YOU ARE UNABLE TO SUBMIT THROUGH EMAIL, PERMITS MAY BE DROPPED OFF AT THE CITY OFFICE. IN ORDER FOR A PERMIT TO BE ACCEPTED IN OFFICE, YOU MUST SUBMIT ALL REQUIRED DOCUMENTS LISTED ON THE APPLICABLE CHECKLIST.

IMPORTANT NOTES:

DRB APPROVAL – ALL EXTERIOR WORK ON COMMERCIAL PROPERTY IS REQUIRED TO RECEIVE DRB APPROVAL PRIOR TO THE ISSUANCE OF A PERMIT. PLEASE SUBMIT DRB PERMITS TO ZONING@FOLLYBEACH.GOV.

CONTRACTOR LICENSING & HOMEOWNER EXEMPTIONS – PERMITS MUST BE PULLED BY SOUTH CAROLINA-LICENSED CONTRACTORS THROUGH SCLLR. THERE ARE PERMIT EXEMPTIONS AVAILABLE FOR HOMEOWNERS COMPLETING WORK AT THEIR PRIMARY RESIDENCE. IN ORDER FOR THESE EXEMPTIONS TO APPLY, YOU MUST COMPLETE THE WORK YOURSELF, AND THE RESIDENCE CANNOT BE RENTED.

ALL EXEMPTIONS CAN BE FOUND AT THE LINK BELOW:

<https://law.justia.com/codes/south-carolina/title-40/chapter-59/section-40-59-265/>

PLEASE NOTE - EVEN THOUGH THESE SCOPES OF WORK MAY BE EXEMPT FROM A BUILDING PERMIT, A ZONING PERMIT MAY STILL BE REQUIRED. IF COMPLETING ANY OF THESE SCOPES AS A HOMEOWNER, YOU WILL NEED TO CONTACT THE CITY TO COMPLETE AN OWNER EXEMPTION FORM FOR OUR RECORDS AND TO DETERMINE WHETHER ZONING APPROVAL IS REQUIRED.

SCOPE OF WORK NOT LISTED – IF A SCOPE OF WORK IS NOT SPECIFICALLY LISTED ON THIS CHECKLIST, PLEASE SUBMIT A PERMIT APPLICATION WITH THE SCOPE OF WORK CLEARLY LISTED AND A SIGNED CUSTOMER CONTRACT. WE WILL REVIEW THE APPLICATION AND LET YOU KNOW IF ANY ADDITIONAL DOCUMENTS ARE REQUIRED.

APPLICANT RESPONSIBILITY – IT IS THE RESPONSIBILITY OF THE CONTRACTOR/HOMEOWNER/PERMIT APPLICANT TO BE AWARE OF AND FOLLOW ALL APPLICABLE CITY OF FOLLY BEACH ORDINANCES AND REQUIREMENTS, INCLUDING BUILDING AND CONSTRUCTION REQUIREMENTS, AUTHORIZED CONSTRUCTION DAYS AND HOURS, FLOOD ORDINANCES, ZONING ORDINANCES, AND ANY OTHER REQUIREMENTS THAT APPLY TO THE PROJECT. RECEIVING A PERMIT DOES NOT RELIEVE THE CONTRACTOR, HOMEOWNER, OR PERMIT APPLICANT FROM FOLLOWING ALL APPLICABLE CITY ORDINANCES.

AVERAGE TURNAROUND TIMES FOR PERMITTING:

- BUILDING REVIEW — NO PLAN REVIEW: 3–5 BUSINESS DAYS
 - BUILDING/ZONING REVIEW — WITH PLAN REVIEW: 5–7 BUSINESS DAYS
 - LARGER PROJECTS — WITH PLAN REVIEW: 4–8 WEEKS
- EXAMPLES INCLUDE NEW CONSTRUCTION, ADDITIONS, AND RENOVATIONS.

CHECKLIST FOR PERMITS:

NEW CONSTRUCTION/LARGER STRUCTURAL RENOVATIONS/ADDITIONS-
THIS SUBMITTAL IS REQUIRED TO BE SENT THROUGH EMAIL TO
PERMITS@FOLLYBEACH.GOV UNLESS OTHERWISE AUTHORIZED BY BUILDING
DEPARTMENT:

- SIGNED PERMIT APPLICATION
- SIGNED CUSTOMER CONTRACT
- ALL REQUIRED DOCUMENTS FROM THE TWO NEW
CONSTRUCTION/RENOVATION/ADDITION CHECKLIST ATTACHED – PLEASE SEE
LAST TWO DOCUMENTS IN THIS PACKET

***ALL MEPS MUST PULL SEPARATE PERMITS – MECHANICAL, GAS, ELECTRICAL,
PLUMBING***

INTERIOR RENOVATIONS – NO STRUCTURAL CHANGES:

- SIGNED PERMIT APPLICATION
- DETAILED SCOPE OF WORK
- SIGNED CUSTOMER CONTRACT
- BUSINESS LICENSE APPLICATION (ONLY REQUIRED IF YOU DO NOT HAVE ONE
FOR CURRENT LICENSE YEAR)

***ALL MEPS MUST PULL SEPARATE PERMITS – MECHANICAL, GAS, ELECTRICAL,
PLUMBING***

STAIR/DECK/HANDRAIL REPAIR:

- SIGNED PERMIT APPLICATION
- SIGNED CUSTOMER CONTRACT
- BUSINESS LICENSE APPLICATION (ONLY REQUIRED IF YOU DO NOT HAVE ONE FOR CURRENT LICENSE YEAR)

IF REPLACING STRUCTURAL COMPONENTS (STRINGERS, JOIST, RAILING) OR COMPLETING A FULL DEMO AND REBUILD, WE WILL NEED THE FOLLOWING ADDITIONAL DOCUMENTS:

- V-ZONE/BREAKAWAY WALL CERTIFICATE
- SEALED LETTER OR DRAWINGS
- SITE PLAN SHOWING EXISTING AND PROPOSED IF LOCATION IS CHANGING

PAINTING PERMIT IN RESIDENTIAL AREA – BOTH INTERIOR AND EXTERIOR:

- SIGNED PERMIT APPLICATION
- SIGNED CUSTOMER CONTRACT
- BUSINESS LICENSE APPLICATION (ONLY REQUIRED IF YOU DO NOT HAVE ONE FOR CURRENT LICENSE YEAR)

PAINTING PERMIT IN COMMERCIAL AREA – INTERIOR ONLY:

- SIGNED PERMIT APPLICATION
- SIGNED CUSTOMER CONTRACT
- BUSINESS LICENSE APPLICATION (ONLY REQUIRED IF YOU DO NOT HAVE ONE FOR CURRENT LICENSE YEAR)

FOR EXTERIOR PAINTING ON A COMMERCIAL PROPERTY, YOU MUST GO THROUGH DRB IF THERE IS A COLOR CHANGE

FENCE PERMIT:

- SIGNED PERMIT APPLICATION – PLEASE LIST MATERIAL AND HEIGHT OF FENCE
- SIGNED CUSTOMER CONTRACT
- SITE PLAN SHOWING LOCATION OF FENCE ON PROPERTY
- BUSINESS LICENSE APPLICATION (ONLY REQUIRED IF YOU DO NOT HAVE ONE FOR CURRENT LICENSE YEAR)

FENCES ARE NOT ALLOWED IN MARSH BUFFER AREA, CANNOT EXCEED 6FT IN HEIGHT, AND GOOD SIDE MUST BE FACING OUT

TREE PERMIT:

- SIGNED PERMIT APPLICATION – PLEASE LIST SPECIES AND DBH OF TREE/TREES
- SIGNED CUSTOMER CONTRACT
- PICTURE OR SITE PLAN SHOWING LOCATION OF TREE/TREES
- ARBORIST LETTER IF REQUIRED PER OUR ORDINANCE –
https://codelibrary.amlegal.com/codes/follybeach/latest/follyb_sc/0-0-0-29941
- BUSINESS LICENSE APPLICATION (ONLY REQUIRED IF YOU DO NOT HAVE ONE FOR CURRENT LICENSE YEAR)

POOL PERMIT:

- SIGNED PERMIT APPLICATION
- SIGNED CUSTOMER CONTRACT
- BUSINESS LICENSE APPLICATION (ONLY REQUIRED IF YOU DO NOT HAVE ONE FOR CURRENT LICENSE YEAR)
- ALL REQUIRED DOCUMENTS FROM POOL CHECKLIST – SEE THE 3RD DOCUMENT FROM THE LAST PAGE OF THIS PACKET

DRIVEWAY PERMIT:

- SIGNED PERMIT APPLICATION
- SIGNED CUSTOMER CONTRACT
- SITE PLAN SHOWING DRIVEWAY ON PROPERTY - **DRIVEWAY MUST BE PERVIOUS MATERIAL AND 15' WIDE MAX, FROM PROPERTY LINE TO EDGE OF ASPHALT (PLEASE SHOW 15' ON SITE PLAN), NO GRAVEL IS ALLOWED IN THE RIGHT-OF-WAY. SCDOT REQUIRES HARD PERVIOUS APRON FROM THE PROPERTY LINE TO THE EDGE OF ASPHALT. GRAVEL IS ALLOWED ON PRIVATE PROPERTY BUT MUST HAVE EDGING.**
- SPECIFICATIONS ON PERVIOUS MATERIAL BEING USED FOR DRIVEWAY
- BUSINESS LICENSE APPLICATION (ONLY REQUIRED IF YOU DO NOT HAVE ONE FOR CURRENT LICENSE YEAR)

DOCK PERMIT:

- SIGNED PERMIT APPLICATION
- SIGNED CUSTOMER CONTRACT
- DES-BCM PERMIT
- BUSINESS LICENSE APPLICATION (ONLY REQUIRED IF YOU DO NOT HAVE ONE FOR CURRENT LICENSE YEAR)

ELEVATOR PERMIT:

- SIGNED PERMIT APPLICATION
- SIGNED CUSTOMER CONTRACT
- SPECIFICATIONS FOR THE ELEVATOR
- BUSINESS LICENSE APPLICATION (ONLY REQUIRED IF YOU DO NOT HAVE ONE FOR CURRENT LICENSE YEAR)

SHAFT AND ELECTRICAL WORK MUST BE PULLED ON A SEPARATE PERMIT

SEAWALL PERMIT:

- SIGNED PERMIT APPLICATION
- SIGNED CUSTOMER CONTRACT
- ENGINEERED DRAWINGS
- PRE-CONSTRUCTION SURVEY - MUST SHOW THE CERTIFIED BASELINE FROM DES-BCM AND THE PROPOSED LOCATION OF THE SEAWALL AND THE REVETMENT MATERIAL
- BUSINESS LICENSE APPLICATION (ONLY REQUIRED IF YOU DO NOT HAVE ONE FOR CURRENT LICENSE YEAR)

BULKHEAD PERMIT:

- SIGNED PERMIT APPLICATION
- SIGNED CUSTOMER CONTRACT
- ENGINEERED DRAWINGS
- SITE PLAN WITH OCRM CERTIFIED CRITICAL LINE SHOWN AND LOCATION OF THE PROPOSED BULKHEAD. PLEASE INCLUDE PROPERTY LINES AND SETBACK LINES AS WELL
- BUSINESS LICENSE APPLICATION (ONLY REQUIRED IF YOU DO NOT HAVE ONE FOR CURRENT LICENSE YEAR)

SEPTIC PERMIT:

- SIGNED PERMIT APPLICATION
- SIGNED CUSTOMER CONTRACT
- **FOR REPAIRS/ADDING NEW DRAINLINES** – SITE PLAN SHOWING LOCATION OF TANK AND DRAINLINES
- **FOR NEW SEPTIC PERMITS** – SCDES APPROVAL TO OPERATE AND SEALED PLANS
- BUSINESS LICENSE APPLICATION (ONLY REQUIRED IF YOU DO NOT HAVE ONE FOR CURRENT LICENSE YEAR)

FIREPLACE PERMIT:

- SIGNED PERMIT APPLICATION
- SIGNED CUSTOMER CONTRACT
- SPECIFICATIONS FOR FIREPLACE
- BUSINESS LICENSE APPLICATION (ONLY REQUIRED IF YOU DO NOT HAVE ONE FOR CURRENT LICENSE YEAR)

ROOFING PERMIT:

- SIGNED PERMIT APPLICATION
- SIGNED CUSTOMER CONTRACT
- ROOFING AND UNDERLAYMENT SPECIFICATIONS SHOWING THE MATERIAL MEETS OUR WIND REQUIREMENTS
- BUSINESS LICENSE APPLICATION (ONLY REQUIRED IF YOU DO NOT HAVE ONE FOR CURRENT LICENSE YEAR)

WINDOW/DOOR PERMIT:

- SIGNED PERMIT APPLICATION
- SIGNED CUSTOMER CONTRACT
- WINDOW/DOOR SPECIFICATIONS FROM THE MANUFACTURER SHOWING DP50/DP50+ - YOU ARE NOT REQUIRED TO USE IMPACT GLASS, BUT WE DO RECOMMEND IT. IF YOU CHOOSE NOT TO USE IMPACT GLASS, THEN YOU WILL NEED TO PROVIDE APPROVED WINDBORNE DEBRIS PROTECTION PANELS, ALL PRE-CUT, WITH FASTENERS, LABELED, AND AN INSTALLATION DIAGRAM ALL ONSITE TO PASS THE FINAL INSPECTION.
- MUST USE WINDOWS THAT ARE COMPLIANT WITH THE 2009 INTERNATIONAL ENERGY CODE
- BUSINESS LICENSE APPLICATION (ONLY REQUIRED IF YOU DO NOT HAVE ONE FOR CURRENT LICENSE YEAR)

MECHANICAL PERMIT:

- SIGNED PERMIT APPLICATION
- SIGNED CUSTOMER CONTRACT
- MANUAL J & D – ONLY REQUIRED IF REPLACING DUCTWORK OR NEW CONSTRUCTION
- BUSINESS LICENSE APPLICATION (ONLY REQUIRED IF YOU DO NOT HAVE ONE FOR CURRENT LICENSE YEAR)

PLUMBING PERMIT:

- SIGNED PERMIT APPLICATION – PLEASE LIST FIXTURES AND FIXTURE AMOUNT
- SIGNED CUSTOMER CONTRACT
- BUSINESS LICENSE APPLICATION (ONLY REQUIRED IF YOU DO NOT HAVE ONE FOR CURRENT LICENSE YEAR)

ELECTRICAL PERMIT:

- SIGNED PERMIT APPLICATION – PLEASE LIST AMP AMOUNT
- SIGNED CUSTOMER CONTRACT
- BUSINESS LICENSE APPLICATION (ONLY REQUIRED IF YOU DO NOT HAVE ONE FOR CURRENT LICENSE YEAR)

GAS PERMIT:

- SIGNED PERMIT APPLICATION – PLEASE LIST GAS DROPS
- SIGNED CUSTOMER CONTRACT
- BUSINESS LICENSE APPLICATION (ONLY REQUIRED IF YOU DO NOT HAVE ONE FOR CURRENT LICENSE YEAR)

SOLAR PERMITS:

- 2 PERMIT APPLICATIONS – ONE FOR ELECTRIC AND ONE FOR THE SOLAR INSTALL (COST MUST BE SPLIT UP BETWEEN SOLAR INSTALL AND ELECTRIC ACCORDINGLY)
- SIGNED CUSTOMER CONTRACT
- PLANS/SPECIFICATIONS FOR SOLAR PANELS
- BUSINESS LICENSE APPLICATION (ONLY REQUIRED IF YOU DO NOT HAVE ONE FOR CURRENT LICENSE YEAR)

GENERATOR/GENERATOR STAND PERMIT:

- 2 PERMIT APPLICATIONS - ONE FOR THE GENERATOR INSTALLATION AND ONE FOR THE STAND
- SIGNED CUSTOMER CONTRACT
- SITE PLAN SHOWING LOCATION OF STAND AND SETBACKS
- SEALED DRAWING OF STAND SHOWING HEIGHT AND MATERIAL - LOWEST HORIZONTAL STRUCTURAL MEMBER AT OR ABOVE DFE(BFE+4')
- ELEVATION CERTIFICATE
- BUSINESS LICENSE APPLICATION (ONLY REQUIRED IF YOU DO NOT HAVE ONE FOR CURRENT LICENSE YEAR)

DUMPSTER/POD IN RIGHT OF WAY:

- SIGNED PERMIT APPLICATION SUBMITTED FOR ENCROACHMENT PERMIT

PERMITS/SCOPES NOT SPECIFICALLY LISTED ON THIS CHECKLIST:

- SIGNED PERMIT APPLICATION
- SIGNED CUSTOMER CONTRACT
- BUSINESS LICENSE APPLICATION (ONLY REQUIRED IF YOU DO NOT HAVE ONE FOR CURRENT LICENSE YEAR)

PLEASE NOTE ADDITIONAL DOCUMENTS MAY BE REQUESTED BASED ON SCOPE OF WORK



CHECKLIST FOR POOLS

The following submittals are required to be submitted as a complete package.

1. Site specific set of plans
 - Site plan must show flood zone/FIRM (Flood Ins. Rate Map) lines.
 - Site plan must show existing and proposed total square footage of the building, covered porches, pools, and the square footage of all other impervious surfaces (lot coverage) as a percentage of the buildable area. Site plans must also show setbacks, baseline, all easements (utility, access, etc.) and critical line/s (if applicable).
 - 1/4" scale plans - all plans must be sealed by a registered SC Architect or Engineer. Design basis and parameters must be listed on the plans.
2. A pre-construction elevation certificate that is based on construction drawings (for elevated pools within the structure). Elevation of the lowest horizontal structural member (LHSM) on Folly Beach must be at BFE + 4' (freeboard).
3. V- Zone Design certificate signed and sealed by licensed SC engineer or architect, required both pre and post construction. Required regardless of flood zone for insurance purposes.
4. A pre-construction, no-adverse impact letter, completed by a SC registered design professional.
5. Plans must include the following:
 - a. Cover sheet for plans must indicate what codes were used in the design.
 - b. Plans must indicate the amount and type of exterior lighting. Beach front lighting must comply with COFB Sea Turtle Protection Ordinance.
6. Swimming pools or spas are considered accessory structures and must not be attached to the primary structure. Pools must be at grade or if elevated a certification letter from a structural engineer must be provided to ensure the

pool will not increase erosion or the effects of wave run up and ramping on neighboring properties.

7. Pool heaters must be elevated above BFE + 4 feet on platforms with certified V-zone design.
8. All excavated material must be removed from the site.
9. A signed contract/scope of work between property Owner/or prime contractor and pool contractor shall be provided with the permit application.
10. Permit applications must be signed off by the Building Code Official and Zoning Administrator.

For more information contact permits@follybeach.gov.

City of Folly Beach Checklist for Building Project Plan Review

Address:

Primary POC:

Architect Information:

Structural Engineer information:

Zoning Review

-Zoning and Allowable Use-

- ☐ Site Plan -
- ☐ Lot coverage -
- ☐ Heated square footage -
- ☐ One kitchen -
- ☐ Setbacks -
- ☐ Encroachments -
- ☐ Dune Management Area -
- ☐ Critical line buffer- SHOWN -
- ☐ Septic tank and drain field shown on site plan -
- ☐ Parking requirements -
- ☐ Driveway material and dimensions -
- ☐ Flood zones shown -
- ☐ Utility easements -
- ☐ Height max is 34' above FFE -
- ☐ Tree mitigation requirements -

Zoning Administrator- Initials-

Building Review

- ☐ Septic permit, confirmation of allowable bedrooms- (SC reg 61-56)-
- ☐ Septic tank and drain field with protection from vehicles shown on site plan- (SC reg 61-56)-
- ☐ Pre-construction EC provided-(IRC 2021 section R322) –
- ☐ V-zone & Breakaway Wall Design Certificate- (IRC 2021 section R322) –
- ☐ Non-conversion agreement- (FB flood ordinance) -
- ☐ Site fill No Adverse Impact Certification-Folly Form- (FB Flood ordinance) -
- ☐ SW permit application and drainage plan – (FB SW management ordinance)-
- ☐ Egress Windows shown and called out on plan- (IRC 2021 Section R311)-
- ☐ Egress Doors/Exits-must provide- (IRC 2021 Section R311)-
- ☐ Door & Window Type and DP Rating-(IRC 2021 Table R301.2.1(1))-
- ☐ Impact Glass specified-(IRC 2021 R301.2.1.2) –
- ☐ Glazing Windborne Debris Protection called out-(IRC 2021 section R301.2.1.2) –
- ☐ Roof Cladding Wind Specifications- (IRC 2021 section R301.2.1) –
- ☐ Wall Cladding Wind Specifications- (IRC 2021 section R301.2.1) –
- ☐ Type of Construction- (IRC 2021 Section R301)-
- ☐ Occupancy Classification (per zoning):
- ☐ Water meter, impact fees paid etc. (verified with Utility Dept). -
- ☐ Design Statements for 150 MPH- (IRC 2021 Section R301) -
- ☐ Design for Seismic-(IRC 2021 Section R301.2.2.1)-
- ☐ Exposure Category and design statement- (IRC 2021 Section R301.2.1.4)-
- ☐ Foundation plans and structural drawings sealed by SC registered Architect or Engineer- (IRC 2021 Section R301.1.3)-

Building Official initials-



CHECKLIST FOR NEW CONSTRUCTION, RENOVATIONS, AND ADDITIONS

**The following documents are required to be submitted
as a complete package by emailing
permits@follybeach.gov.**

- 1. Site-specific, sealed sets of plans for residential projects commercial projects, designed in accordance with the most current SC adopted building code.**
- 2. Site plans shall be submitted in 1/8 inch scale minimum and must show:**
 - a. all existing and/or proposed structures & improvements on the property,**
 - b. all required setbacks,**
 - c. DES-BCM baseline or critical line and applicable setbacks, certified by DES- BCM in last five years (if applicable),**
 - d. heated/conditioned square footage,**
 - e. existing and proposed impervious surface footprint (including building, covered porches, accessory structures, pools, impervious paving or pavers, and any other impervious surface) and square footage as a percentage of the total area of the lot,**
 - f. driveway material specifications and dimensions (all driveways must be pervious),**
 - g. maximum height of 34' above FFE and 50' from closest center line elevation,**
 - h. SCDES-approved location of the septic tank and drain field (if applicable),**
 - i. all recorded utility or access easements,**
 - j. flood zones/FIRM (Flood Insurance Rate Map), and**
 - k. all required 9'x18' parking spots (1 per bedroom).**
- 3. Plans must include the following:**
 - a. Cover sheet indicating what codes were used in the design (design criteria),**
 - b. Impact windows or type of system to be used for meeting the wind-borne debris requirement of the current edition of the IRC or IBC. Include window and shutter specifications required by the IRC and IBC. Note: for non-impact windows, debris protection system must be in place for a final inspection and C.O.,**
 - c. Brand and DP rating of windows and doors.**
 - d. Egress window locations noted on the floor plan for each bedroom,**

- e. **Manufacturer specifications for the exterior wall and roof claddings materials,**
 - f. **The number of bedrooms must match the number of bedrooms approved by SC DES. You may not rename rooms to circumvent this rule.**
 - g. **Amount and type of exterior lighting. Beach front lighting must comply with COFB Sea Turtle Protection Ordinance.**
 - h. **Commercial projects and developments must submit the amount and type of fixtures used for street lighting.**
 - i. **Elevated swimming pools or spas are considered accessory structures and must not be attached to the primary structure. If elevated, a certification letter from a structural engineer must be provided to ensure the pool will not increase erosion or the effects of wave run up and ramping on neighboring properties.**
 - j. **Any other item required by the City of Folly Beach Building Department i.e.; seawall/bulkhead/berm plans, pocket beach requirements, SCDOT permits, OCRM requirements.**
4. **An SCDES-approved permit for onsite waste disposal system (OSDS)/septic when sewer is not available (for renovation this is only necessary if increasing the number of bedrooms),**
 5. **Where sewer is available you will need to pay all applicable fees and obtain a written authorization from the Utilities Department,**
 6. **Written authorization to connect to the water system signed by the Utilities Director or designee with all applicable fees paid,**
 7. **A storm water permit application with drainage and grading plan in compliance with the latest edition of the Charleston County Storm water Program Permitting Standards and Procedures Manual (new construction only).**
 8. **Tree mitigation plan in accordance with Folly Beach Code of Ordinances § 166.01. See Folly Beach Tree Worksheet for more information.**
 9. **You must have an SCDOT Encroachment Permit for driveways if the property is adjacent to the SCDOT right-of-way. All driveways must be constructed of pervious materials and no wider than 15' across the right-of-way, from the property line to the street. Only one driveway per street frontage is allowed.**
 10. **A pre-construction Elevation Certificate that is based on construction drawings. Elevation of the lowest horizontal structural member (LHSM) on Folly Beach must be at BFE + 4' (freeboard).**
 11. **V- Zone Design and Break-a-way Wall Certificate signed and sealed by a licensed SC engineer or architect, required both pre- and post-construction.**

- 12. A pre-construction, site fill no adverse impact certification, signed by an SC registered design professional (architect, landscape architect, or civil engineer),**
- 13. A Non-Conversion Agreement for below flood space, recorded at Charleston County Register of Deeds, copy with receipt,**
- 14. A complete comprehensive list of all subcontractors that are to work on the project. All subcontractors must obtain a City of Folly Beach Business License prior to starting any work on the project. Proof of SCLLR Contractor's Licensing or Registration is required to obtain a business license,**
- 15. Additions and renovations require a Fair Market Appraisal for structures that are pre-FIRM (predates the Flood Insurance Rate Map). Your renovations and additions may not exceed 50% of the fair market value of the structure prior to the start of the renovation,**
- 16. A signed contract/scope of work between property owner and contractor shall be provided with the permit application.**
- 17. Permit applications must be signed by the Building Official, Zoning Administrator, and if applicable, the Department of Public Safety prior to issuance of a permit.**