



Department of Building Safety
Checklist for Close-Out of Construction Projects
Commercial

- Duct leakage Test Results, Compliant with latest adopted IECC by SC
- Testing and Balancing reports
- Elevator Inspection sign off from SCLLR
- Proper address identification per adopted building code (field verified)
- Treated wood compliance letter i.a.w. latest adopted edition of SCBC
- Energy Compliance Label (attached to electrical panel) per latest adopted edition of IECC (field verified)
- Non-Conversion Agreement--below flood space (recorded at RMC Office) or Flood proofing certification from SC registered structural engineer
- Final Sign off from SCDHEC from Utilities Department if on city sewer
- Final Inspection/Sign off from Charleston County Storm Water Department
- As-built, site fill, post construction, no adverse impact letter from SC registered design professional
- Final Documents needed from SC registered Land Surveyor:
 - As-built Elevation Certificate (sealed)
 - As-built V-Zone Design Certificate (sealed)
 - As-built Breakaway Wall Certificate (sealed)
 - As-built survey showing all site improvements including
 - septic system and drain-field protection if applicable
 - total conditioned square footage
 - total impervious lot coverage
 - all compliant parking spaces as required by ordinance
 - ridge height from Center line of nearest street
 - OCRMs baseline and 40' dune management area for beach front properties
 - critical line for marsh adjacent properties
 - tree mitigation shown on site plan if required during permits
- Final Inspection signed off by Building Official or designee. This list must be completed in entirety before a Certificate of Occupancy will be issued.