



Department of Building Safety
Checklist for Close-Out of Construction Projects
New Single Family Residential

- Duct leakage test results, compliant with latest adopted IECC by SC
- Elevator Installation Letter of Compliance with R321, SCRC latest adopted edition (if applicable)
- Proper address identification per adopted building code (field verified)
- Treated wood compliance letter i.a.w. latest adopted edition of SCRC
- Energy Compliance Label (attached to electrical panel) per latest adopted edition of IECC (field verified)
- Non-Conversion Agreement for Elevated Structures in the Floodplain (recorded at RMC Office)
- Final sign off from SCDHEC for septic system or sign off 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
 - total conditioned square footage
 - total impervious lot coverage as a percentage of the total lot square footage
 - all compliant parking spaces
 - height *from first finished floor elevation*
 - OCRM baseline and 40' dune management area for beach front properties
 - critical line and 15' buffer for marsh adjacent properties
 - tree mitigation 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.