



Department of Building Safety

Checklist for Close-out of Construction Projects

Whole Structure Renovations/Additions/Remodel

- Elevator Installation Letter of Compliance with R321, SCRC latest adopted edition (if applicable).
- Proper address identification per adopted building code.
- Septic permit sign off and drain field protection.
- Treated wood compliance letter in accordance with latest adopted edition SC Residential Code.
- New/updated elevation certificate from SC registered Land Surveyor
- Final Documents needed from SC registered Land Surveyor:
 - As-built survey showing all site improvement including:**
 - setbacks
 - 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.
 - compliant driveway/s, width from prop line to edge of asphalt, separation, material composition.
 - height from first finished floor (FFE) elevation to top of ridge.
 - 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 permitting process.
- List of all subcontractors that performed work on the project.
- Final Inspection signed off by Zoning & Building Departments.

This list must be completed in entirety before a Certificate of Completion will be issued.