



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 ¼ inch scale and must show:
 - a. all structures on the property,
 - b. structure setbacks,
 - c. OCRM baseline or critical line and applicable setbacks, certified by OCRM in last five years,
 - d. heated 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) as a percentage of the total area of the lot,
 - f. driveway material and dimensions,
 - g. maximum height of 34' above FFE and 50' from closest center line elevation,
 - h. SCDHEC-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.
3. Plans must include the following:
 - a. Cover sheet indicating what codes were used in the design.
 - 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 and egress window locations noted on the floor plan.
 - d. Make and type of wall and roof claddings materials.
 - e. The number of bedrooms must match the number of bedrooms approved by SC DHEC. You may not rename rooms to circumvent this rule.
 - f. Amount and type of exterior lighting. Beach front lighting must comply with COFB Sea Turtle Protection Ordinance.
 - g. Commercial projects and developments must submit the amount and type of fixtures used for street lighting.
 - h. 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.
 - i. 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 SCDHEC-approved permit for onsite waste disposal system (OSDS)/septic when sewer is not available (only necessary for a renovation 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 Director of Utilities or designee with all applicable fees paid.
 7. A stormwater permit application with drainage and grading plan in compliance with the latest edition of the Charleston County Stormwater 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, No Adverse Impact letter, completed by an SC registered design professional.
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 Code Official, Zoning Administrator, and if applicable, the Department of Public Safety prior to issuance of a permit.