



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

- Duct Leakage Test Results, Compliant with IECC 2009
- Elevator Installation Letter of Compliance from SCLLR certified elevator inspector.
- Treated wood compliance letter.
- Chapter 17 special inspection reports.
- Final sign off from project Architect and Engineer.
- Energy Compliance Label (attached to electrical panel) per IECC 2009
- Non-Conversion Agreement-below flood space (recorded at RMC Office) unless certified floodproof with as-built certification provided by project engineer.
- Address numbers posted on structure (Field Verified).
- Final Sign off from Utilities Director if on City sewer.
- Final Inspection/Sign off from Charleston County Storm Water office.
- Final Inspection signed off by Building Official or designee

- Final Documents needed from SC registered Surveyor:
 - As-built Elevation Certificate (sealed)
 - As-built V-Zone Design Certificate (sealed)
 - As-built Breakaway Wall Certificate (sealed)
 - As-built survey with total lot coverage and ridge height

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