

CHECKLIST FOR NEW CONSTRUCTION AND ADDITIONS

Updated August 2021

The following submittals are required to be submitted as a complete package

1. A SCDHEC permit for onsite waste disposal system. (Septic tank & drain field permit) where sewer is not available.
2. A Storm Water Management Plan in accordance with 53.17 of the Folly Beach Code of ordinances. (**Storm Water Permit from the Charleston County Storm Water Office** will have to be received prior to Building permit being issued).
3. 2 site specific sets of plans for residential projects and 3 sets for commercial projects that SC DHEC has approved for septic (where tie into City sewer is available septic layout does not have to be shown). Must show house footprint and the location SC DHEC has chosen for their tank and field and be drawn to scale.
 - a. Site plans must also show flood zone/FIRM (Flood Ins. Rate Map) lines.
 - b. Site plan must list total square footage of: the building & covered porches; square footage of impervious surfaces (lot coverage) as a percentage of the site.

- c. A Tree plan, in accordance with Chapter 160 Section 166 of The Folly Beach Code of Ordinances, for all protected trees with a 12” caliper or greater affected by the construction.
4. A pre-construction Elevation certificate that is based on construction drawings. Elevation required on Folly Beach is BFE + 4’ freeboard. An under-construction elevation Certificate at the completion of the first floor (written permission from the Code Official is required to continue beyond the first floor), and an Elevation Certificate based on finished construction at the end of the job (this certificate is required at the time the C.O. is issued).
5. V- Zone Design and Break-a-way wall certificate signed and sealed by licensed SC engineer or architect, required both pre and post construction.
6. Site fill no adverse impact letter signed by a registered SC Design Professional.
7. A Non-Conversion Agreement for below flood space, recorded at ROD office, copy and receipt submitted with Building Permit application submittal package.
8. 2 sets of 1/4” scale plans for Residential projects and 3 sets of 1/4 for Commercial projects that are designed in accordance with the most current State adopted ICC Residential Code or ICC Building Code as amended by the State of SC. All plans must be sealed by a registered SC Architect or Engineer. Design basis and parameters must be listed on the plans.
9. Plans must include the following:
 - a. Plans should clearly indicate impact windows or type of system to be used for meeting the *Wind Bourne debris requirement portion of the current edition of the IRC or IBC. Include window and shutter specifications required by the IRC and IBC. Note*; for non-impact window, debris protection system must be in Place for a final inspection and C.O.
 - b. Cover sheet for plans must indicate what codes were used in the design.
 - c. Plans must specify brand and DP rating of windows and doors.

- d. Plans must specify make and type of wall and roof claddings materials.
 - e. Plans must specify make and type of insulation materials.
 - f. The number of bedrooms must match the number of bedrooms approved by SC DHEC. **You may not** rename rooms to circumvent this rule.
 - g. Plans must indicate the amount and type of exterior lighting. Beach front lighting must comply with COFB Sea Turtle Protection Ordinance.
 - h. Commercial projects and developments must submit amount and type of fixtures used for street lighting.
 - i. Swimming pools or Spas are considered accessory structures and must not be attached to the primary structure. Pools must be at grade or 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.
 - j. Any other item required by the City of Folly Beach Building Department i.e.; Seawall plans, pocket beach requirements, SCDOT permits, OCRM requirements.
10. Where sewer is available you will need to pay all applicable fees and obtain a written authorization of the Utilities Department **Sewer Connection.**
11. **Prior to issuance of a building permit,** you will need written authorization to connect to the water system signed by the Director of Utilities or designee with all applicable fees paid.
12. A complete comprehensive list of all sub-contractors that are to work on the project. Obtaining a City of Folly Beach Business License, prior to starting any work on the project, will require proof of SCLLR Contracting Licensing.
13. Additions and renovations require a “Fair Market Appraisal” for structures that are Pre-FIRM (Pre-dates 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.

14. You must have a SCDOT Encroachment permit for driveways if property is adjacent to SCDOT ROW. In accordance with COFB Ordinance, all driveways must be pervious and no wider than 15' at property line and tie-in to street surface. Only one driveway per street frontage is allowed by Ordinance.
15. A signed contract/scope of work between property and contractor shall be provided with the permit application.
16. Permit applications must be signed by the Code Official, Zoning Administrator and if applicable, the Department of Public Safety prior to issuance of a Permit.