

# **FOLLY BEACH CONSTRUCTION PERMITTING PROCEDURES**

**For all complete Permit Applications (not requiring plan review) permit will be issued within 48 hours but not sooner than 24hours.**

- 1. Obtain a checklist for new construction and additions.**
- 2. Carefully read and follow the instructions on the checklists. Incomplete applications will not be accepted.**
- 3. Return the checklist with the required construction documents to the Folly Beach Permitting Office.**
- 4. The review can take up to 6 weeks so plan ahead .**
- 5. The City of Folly Beach will call you when your plans are approved or if rejected. No site work until the full review/ approval process is complete.**
- 6. All tap fees, impact fees, and Building/Zoning permitting fees shall be paid in full at the time of issuance of the permit.**

7. **The Permit and the approved set of plans must be on site and available at all times.**
8. **You may not deviate from the approved plans without a complete review of the changes. The Zoning Administrator and Building Officials signatures are required as proof of the review of changes.**
9. **You are required to have a dumpster and a port-o-let on site.**
10. **At the completion of the first floor deck you will submit an Elevation Certificate to the City of Folly Beach verifying the lowest horizontal member of the structure will be above Base Flood Elevation +4'. You are required to have the Building Official's signed approval to go beyond the first floor.**
11. **Before a final inspection for a C of O can be issued, you will have to provide an "as built" survey containing all those items listed as required by City of Folly Beach Code of Ordinances as follows:**
  - a. **Building footprint including porches, decks, and overhangs.**
  - b. **All impervious surfaces and structures (A/C stands, pools, driveways, and accessory buildings).**
  - c. **Building Height (ridge and highest point).**
  - d. **Total conditioned square feet of the structure.**
  - e. **Square feet of decks and porches.**

- f. Square feet of decks**
  - g. Final Inspection signed by DHEC.**
- 12. When you have completed all the requirements listed in the building packet, and you are ready for the C of O you will be required to sign an a non-conversion agreement provided by the City. This means you will not place anything beneath a FEMA compliant structure that would render the structure FEMA non-compliant.**
- 13. Commercial development with over 10 units requires a Phase I Environmental Impact study, a Traffic study, and a storm water plan.**

**If you are renovating or adding on to a building you will be required to supply as much detail as is necessary for a complete building and zoning review of what is proposed. To include plans stamped by a South Carolina licensed Architect or Engineer.**