



Department of Building Safety
Checklist for Close-Out of Construction Projects
Whole Structure Renovations/Remodel

- **Elevator Installation Letter of Compliance with R321, SCRC latest adopted edition** (if applicable).
- **Proper address identification per adopted building code.**
- **Treated wood compliance letter in accordance with latest adopted edition SC Residential Code.** (form is on our website)
- **Documentation of all special inspections performed iaw pre-approved list from project design team** (commercial projects).
- **As-built Flood proofing certification from structural engineer** (commercial projects).
- **Final Documents needed from SC registered Land Surveyor:**
 1. As-built survey showing all site improvements, ridge height, parking spaces in compliance with Zoning ordinances, total lot coverage.
 2. Updated Elevation certificate
- **List of all sub-contractors that performed work on the project** (business license compliance will be checked and resolved prior to issuing C.O.)
- **Final Sign off by Public Safety** (commercial projects)
- **Final Inspections signed off by Building Official and Zoning Administrator or designees.**

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