

NEW ONE & TWO FAMILY DWELLING APPLICATION CHECKLIST

YES	NO		OFFICE USE
		CONSTRUCTION PLANS (2 Complete sets: stapled/scaled (1/4 in. =1 ft. min)) ___ Floor Plan ___ Elevation Views ___ Electrical Plan ___ Energy Code *NOTE: Plans must have an Engineers Seal. PDFs required prior to issuance of the permit.	Structural Plans to Include: ___ Floor/Roof Framing ___ Wall Section ___ Wall Bracing ___ Foundation Plan ___ Wind Load & Seismic
		SITE PLAN (Drawn to scale)	
		TREE PLAN (Indicate trees to be removed and to remain)	
		WATER/SEWER APPROVAL (Water/Sewer receipt or DHEC Permit)	
		COMPLETED BUILDING PERMIT APPLICATION	
		OWNER/BUILDER DISCLOSURE STATEMENT (Self contractor: Document filed with Register of Deeds)	
		DRIVEWAY ENCROACHMENT PERMIT (Issued by SCDOT or Public Works)	

***If located in flood zone complete Flood Zone Requirements below**

NEW COMMERCIAL BUILDING APPLICATION CHECKLIST

		CONSTRUCTION PLANS (2 Complete sets: stapled/scaled (1/4 in. =1 ft. min)) ___ Floor Plan ___ Elevation Views ___ Foundation Plan ___ Electrical Plan ___ Mechanical Plan ___ Plumbing Plan ___ Structural Plan ___ Energy Plan and Energy Code Compliance Worksheet *NOTE: Plans must have an Engineers Seal. If the square footage exceeds 5000sqft an Architect is required. PDFs are required prior to issuance of the permit.	
		SITE PLAN (Drawn to scale)	
		TREE PLAN (Indicate trees to be removed and to remain complying with County Zoning Ordinance)	
		LANDSCAPE PLAN (Detailed plan complying with County Zoning Ordinance)	
		PARKING PLAN (Detailed plan of spaces required by the County Zoning Ordinance)	
		WATER/SEWER APPROVAL (Water/Sewer receipt or DHEC Permit)	
		COMPLETED BUILDING PERMIT APPLICATION	
		CONSTRUCTION/SPRINKLER PLANS SUBMITTED TO LOCAL FIRE DEPARTMENT	
		STORM WATER SUBMITTAL DOCUMENTS	
		DRIVEWAY ENCROACHMENT PERMIT (Issued by SCDOT or Public Works)	

***If located in flood zone complete Flood Zone Requirements below**

FLOOD ZONE REQUIREMENTS

		ELEVATION CERTIFICATE (Completed no more than 1 year prior to application date)	
		THREE-PARTY MEMO/V-ZONE CERTIFICATION WORKSHEET (For AE & VE Flood Zones: Owner, Contractor & Architect Signatures)	
		MAXIMUM MEAN ROOF HEIGHT (35 ft. max, measured from the BFE)	

IMPORTANT COUNTY AGENCY PHONE NUMBERS

Building Department	(843)545-3116	Georgetown County Fire	(843)545-3271
Zoning Department/ARB approval	(843)545-3602	Midway Fire	(843)545-3620
Storm Water Department	(843)545-3524	Murrell's Inlet/Garden City Fire	(843)651-5143
DHEC (Septic)	(843)915-8801	Georgetown Water & Sewer	(843)237-9727
Browns Ferry Water	(843)546-9191	Rural Community Water District	(843)546-9003
Public Works Department	(843)545-3438	SCDOT	(843)546-2406