

# **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 disapproved. 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 structure will be above Base Flood Elevation +1'. You are required to have the Building Officials signed approval to go beyond the first floor.**
  
- 11. Before a final inspection for a C of O can be issued, you will provide an “as built” survey containing all those items listed as required by City of Folly Beach Code of Ordinances as follows:**
  - a. Building corners including porches, decks, and overhangs.**
  - b. All impervious surfaces. (A/C stands, pools, driveways, and accessory buildings.**
  - c. Building Height (ridge and highest point)**
  - d. Total square feet of the house**
  - e. Square feet of 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.**