



Building and Code Enforcement Dept.  
Checklist for Close-Out of Construction Projects  
New Single Family Residential

- Duct Leakage Test Results, Compliant with IECC 2009 (if applicable)
- Elevator Installation Letter of Compliance with R321, IRC 2012(if applicable)
- Treated wood compliance letter.
- Energy Compliance Label (attached to electrical panel) per IECC 2009
- Non-Conversion Agreement (recorded at RMC Office)
- House numbers posted on residence (Field Verified)
- Final Sign off from SCDHEC for septic system
- Final Inspection/Sign off from Charleston County Storm Water
- Final:
  - As-built Elevation Certificate (sealed)
  - As-built V-Zone Design Certificate (sealed)
  - As-built Breakaway Wall Certificate (sealed)
  - As-built survey with total lot coverage and ridge height

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