

CHECKLIST FOR NEW CONSTRUCTION AND ADDITIONS

1. You must provide the City of Folly Beach with a SC DHEC permit for waste disposal. (Septic tank & drain field permit) where sewer is not available.
2. 2 site specific sets of plans that SC DHEC has approved (FOR A SINGLE FAMILY HOUSE OR DUPLEX). Must show house footprint and the location SC DHEC has chosen for their tank and field and be drawn to scale.
 - a. Site plans must also show FIRM (Flood Ins. Rate Map) lines.
 - b. Site plan must list total square footage of the building and square footage of impervious surfaces.
 - c. You must provide a Tree plan, in accordance with Chapter 160 Section 166 of The Folly Beach Code of Ordinances, for all trees with a 12” caliper or greater affected by the construction.
3. A pre-construction Elevation certificate that is based on construction drawings. Elevations on Folly Beach are + 1 foot. An under construction elevation Certificate at the completion of the first floor (written permission from the Code Official is required to continue beyond the first floor), and an Elevation Certificate based on finished construction at the end of the job (this certificate is required at the time the C of O is issued).

4. V- Zone Design Certificate and V-Zone Break-a-way wall certificate signed and sealed by licensed SC engineer or architect.
5. A Non-Conversion Agreement for below flood space, recorded at RMC office, copy and receipt submitted with Building Permit application submittal package.
6. 3 sets of plans for commercial projects, and 2 sets for a residential project that are in accordance with the most current adopted International Building Code or International Residential Code as amended by the State of SC. Plans must be sealed by a registered SC Architect or Engineer.
7. Plans must include the following:
 - a. Plans should clearly indicate impact windows or system to be used and the plan for meeting the *Wind Bourne debris requirement portion of the current addition of the IRC. Include window and shutter specifications required by the IRC and IBC. **Note***; for non-impact window, debris protection system must be in Place for a final inspection and C.O.
 - b. Cover sheet for plans must indicate what codes were used in the design.
 - c. The number of bedrooms must match the number of bedrooms approved by SC DHEC. **You may not** name rooms to circumvent this rule.
 - d. Plans must indicate the amount and type of exterior lighting. Beach front lighting must comply with COFB Sea Turtle Protection Ordinance.
 - e. Commercial projects and developments must submit amount and type of fixtures used for street lighting.
 - f. Swimming pools or Spas are considered accessory structures and must not be attached to the primary structure. Pools must be at grade or if elevated a certification letter from a structural engineer must be provided to ensure the pool will not increase erosion or the effects of ramping on neighboring properties.
8. Any other item required by the City of Folly Beach Building Department ie. Sea-wall plans, pocket beach requirements, SCDOT

permits, OCRM requirements, Land Disturbance permit from Charleston County Storm-Water.

9. Where sewer is available you will need to pay all applicable fees and obtain a **Sewer Connection**.

10. **Prior to issuance of a building permit,** you will need a **Water System Sign-Off** signed by the Director of Utilities with all applicable fees paid.

11. A complete comprehensive list of all sub-contractors that are to work on the job and their Folly Beach Bus. License Number. Obtaining a City of Folly Beach Business License will require proof of SC State License.

12. Additions and renovations require a “**Fair Market Appraisal**” for structures that are Pre-FIRM (Pre-dates the Flood Insurance rate Map). Your renovations and additions may **not** exceed 50% of the “Fair Market Value” of the structure prior to the start of the renovation.

13. You must have a **Storm Water Management Plan** in accordance with 53.17 of the Folly Beach Code of Ordinances. And a **Storm Water Permit from the Charleston County Storm Water Office.**

14. You must have **SCDOT Encroachment permit** for driveways. By **COFB Ordinance** all driveways must be pervious.

15. Permit applications must be signed by the Code Official, Zoning Administrator and if applicable the Fire Marshal prior to issuance of Permit.