



Department of Building Safety
Checklist for Close-Out of Construction Projects
New Single Family Residential

- Duct Leakage Test Results, Compliant with latest adopted IECC by SC.
- Elevator Installation Letter of Compliance with R321, SCRC latest adopted edition (if applicable)
- Treated wood compliance letter iaw latest adopted edition SCRC
- Energy Compliance Label (attached to electrical panel) per latest adopted edition of IECC
- Non-Conversion Agreement-below flood space (recorded at RMC Office)
- Address numbers posted on residence (Field Verified)
- Final Sign off from SCDHEC for septic system or Utilities Director if on City sewer
- Final Inspection/Sign off from Charleston County Storm Water
- Final Documents needed from SC registered Land Surveyor:
 - As-built Elevation Certificate (sealed)
 - As-built V-Zone Design Certificate (sealed)
 - As-built Breakaway Wall Certificate (sealed)
 - As-built survey showing all site improvements, total lot coverage, compliant parking spaces provided and ridge height (OCRM baseline and 40' dune management area must be shown for beach front properties. Critical line must be shown for marsh adjacent properties).
- Final Inspection signed off by Building Official or designee

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