



Town of James Island

James Island, South Carolina

BUILDING PERMIT APPLICATION

P.O. Box 12240 James Island, SC 29412

843.795.4141

Fax: 843.795.4878

Application Number: _____ Date: _____ Fee Paid: _____ Cash/Check #: _____

Address of Work Site: _____	TMS# _____	Zoning: _____
Owner of Property: _____ Phone #: _____	Mailing Address: _____ Email: _____	
Contractor: _____ Phone #: _____ Business License #: _____	Mailing Address: _____ Email: _____ State License #: _____	Expiration Date: _____
Architect/Designer: _____ Phone #: _____	Mailing Address: _____ Email: _____	
Engineer: _____ Phone #: _____	Mailing Address: _____ Email: _____	
Type of Work : New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Move <input type="checkbox"/> Remove <input type="checkbox"/> Other <input type="checkbox"/> Commercial <input type="checkbox"/> Residential <input type="checkbox"/> Other <input type="checkbox"/>		

Explain Scope of Work : _____

_____ Signature of Contractor or Authorized Agent _____ Print Name _____ Signature of Owner (if Builder) _____ Print Name	VALUATION OF WORK: \$ _____ Valuation on Building Permits will be calculated by Building Department. Separate permits may be required. Subcontractor information must be provided. NOTE: ALL SEWER & WATER FEES MUST BE PAID PRIOR TO THE ISSUANCE OF PERMITS ON NEW CONSTRUCTION.
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Approvals	Building	Zoning	Total Sq. Ft.	Total Impervious	Total Heated Sq. Ft.
	Building Permit \$	_____	Lot Sq. Ft.	Const. Type	Occupancy
	Electrical Permit	_____	# Stories	# Dwelling Unit	# Bedrooms
	Plumbing Permit	_____	# Bathrooms	Elec. Amp	HVAC
	Mechanical Permit	_____	Flood Elevation	Fire Sprinklers	# of Seats
	Gas Permit	_____			
	Sign Permit	_____			
	Plan Review Fee	_____			
	Fire Sprinklers	_____			
	Other	_____			
	Total Amount Due \$	_____			



BUILDING INSPECTION SERVICES
buildingservices@charlestoncounty.org
 843.202.6930 phone / 843.202.6936 fax

PROJECT NAME		APPLICATION DATE	
PROJECT ADDRESS		TMS	

Company		Prepared by	
Phone		Email	

Submittal Checklist

	Item Description
	Zoning Permit Application
	3 Site Plans
	2 Sets of Architectural drawings, drawn to scale with all correct options selected/declined option marked out
	2 Sets of Structural drawings, drawn to scale with correct options and details selected/declined marked out
	2 Sets of Electrical plans
	2 copies of complete REScheck
	2 copies of complete Charleston County IECC form
	2 copies of Building Thermal Envelope drawing (Air and Thermal Barrier drawing)
	Windborne Debris Protection method
	Flood Zone referenced on plans
	Project Cost Estimate
	Crawl space ventilation and/or flood vent opening calculations
	Stormwater Application submitted

Square Footage Calculations

	First Floor		Garage/Parking
	Second Floor		Garage/Storage
	Additional Floor		Covered Porches (open, screened)
	Additional Floor		Open Decks
	Total		Additional Exterior

Charleston County Building Inspection Department Plan Submittal Checklist

1. Three site plans drawn to an engineer's scale showing the property lines, all existing structures, proposed structures and setbacks. One is for Planning, one for Storm-water and one for Building Inspection Services.
2. Whether the structure has public sewer (availability letter from provider) or septic tank (SCDHEC permit required).
3. Zoning Permit
4. If an Owner/Builder project -Itemized list of materials plus labor if located in a flood zone.
5. If a Licensed Contractor project- An itemized list of materials plus labor and a copy of contract for work if located in a flood zone.
6. Complete Building Plans – including 2 sets of all required information, the minimum requirements shall include the following, where applicable, based on the 2015 IRC(International Residential Code), 2015 IBC(International Building Code), 2015 IMC(International Mechanical Code), 2015 IPC(International Plumbing Code), 2015 IFGC(International Fuel Gas Code), 2015 IFC(International Fire Code), 2009 IECC(International Energy Efficiency Code) and 2014 NEC(National Electrical Code) with considerations of the SC State Building Code Council's modifications to the same located at: <http://www.llr.state.sc.us/POL/BCC/PDFfiles/2015%20Code%20Modifications.pdf>

The Building(s) shall be designed based on these Design Parameters

The Snow load for this area is:	5 lbs./sq. ft.
The wind design is:	150 MPH Ultimate, Exposure B or C
Seismic design category:	D1 or D2 (check criteria for building location)
Weathering for Concrete:	Moderate
Frost Line Depth:	12"
Termite Infestation Probability:	Very Heavy
Decay Probability:	Moderate to Severe
The Winter Design Temperature:	27 degrees
*Flood Hazards:	As determined by location of structure on site
*Structures located in a special flood hazard area must indicate on the plans the height of the Design Flood Elevation (Base Flood Elevation plus 2 feet) in relation to the building.	

The following shall be included in your plans for a Building Permit

If this is for a One or Two Family Dwelling and three stories or less in height or a residential accessory building the International Residential Code shall be utilized along with the following based on that Code. You **must** include which one of the following five methods that was used in determining the structural building design, based on the requirements in the International Residential Building Code (IRC), **on your plans**;

1. American Forest and Paper Association (AF&PA) Wood Frame Construction Manual for One and Two Family Dwellings(WFCM); or
2. ICC Standard for Residential Construction in High-Wind Regions (ICC-600); or
3. Minimum Design Loads for Buildings and Other Structures (ASCE-7); or
4. AISI Standard for Cold Formed Steel Framing- Prescriptive Method For One and Two Family Dwellings(AISI S230), or
5. The IBC(International Building Code).

If this is for other than a one and two family dwelling or a four story single-family residence the International Building Code shall be utilized for designs based on the above listed Design Parameters criteria. All appurtenant structures including porches, decks and attached garages must be included on the plans.

All plans shall be sufficient enough in detail to determine the following:

Front, Side and Rear Elevations and Floor Plans

Foundation:

Wood, Steel or Concrete Piles - must be engineered

Concrete Slab- Raised, Monolithic or Spread Footings or combinations of the same including footing sizes, location and size of reinforcement and location, size and type of any special structural elements

Footings- Size, depth and width of footings; placement of reinforcement and size; and location and method of anchoring of the structure to the footings.

Piers- (*must be engineered*) placement of footings including; reinforcement, size and location; load path continuity; and the location, reinforcement and size of the piers.

Stem Wall - type of construction (ie. block, cast in place concrete, etc.), height, width, reinforcement (including vertical, horizontal and embedment), bond beams, anchor bolts and location of ventilation.

Floor System:

Type of materials concrete, wood or steel. Anchoring of floor system to foundation for uplift, as well as lateral movement and the specific sizes, brands and fasteners required. Spacing, spans and sizes of members. Blocking and bracing where necessary. Size, type and location of beams. Special nailing patterns, spacing and size of the joist, beams or sub-floor.

Walls:

Type of materials; concrete, wood or steel. If masonry or concrete, the location and sizes of reinforcement, bond beams and lintels. Height of walls. Shear wall locations. Whether type 1, type 2 or combination of shear walls. The wall sheathing and siding material, installation and fastener schedule based on its' location to meet the component and cladding requirements.

The location of air barrier, thermal barrier, insulation levels, and whether a blower door test will be performed. The brand, location, size and type of hold downs utilized in the shear walls with fastener schedules attached. Show gable end wall details for proper bracing. If the building is multi-story show the location of the connectors between the floors. The location and sizes of openings in walls as well as header sizes. The specific windows and doors, with the fastening details utilized, along with their design pressure ratings, both positive and negative and their location in the building. If taking the glazing protection exception for any opening, show the fastening schedule and type of coverage along with the storage location for the protective coverings. Include the type of window or door opening protection that will be utilized with the proper fastening schedules, all based on the Design Parameters above.

Roof/Ceiling:

The type of materials; concrete, wood or steel. The anchoring of the roof/ceiling system to the walls for uplift as well as lateral movement. If the roof/ceiling system is used as a diaphragm, the type, fasteners and size of the materials to be utilized. The sizes and location of roof and ceiling framing details and fastening schedules of any roof sheathing. The type of roof covering; slate, shingles, composite, metal, concrete or other, with any special fastening schedules for high wind areas.

Interior spaces:

Locations, sizes and uses of rooms. Locations and types of doors and windows with schedules. Fire resistance wall assemblies with UL ratings, if applicable. Exit and exit way requirements where required. Fire separations, distances, uses, heights and types of adjacent buildings with the location of any applicable fire suppression requirements, hydrants, sprinklers, etc. Any handicap accessible areas when required. Location of the duct work for Energy Code compliance.

Energy Code Compliance: Meet 2009 (IECC) and submittal of a RESCheck for compliance

**CHARLESTON COUNTY BUILDING INSPECTION SERVICES
2009 IECC Residential Prescriptive Compliance Form**

Property Information	
Property Address	
City / Zip	
Builder / Remodeler	
Address	
Phone	

New Construction

Remodel Description: _____

I hereby certify that the above project will meet or exceed the minimum requirements of 2009 International Energy Conservation Code by utilizing the following measures:

2009 IECC Zone 3A Prescriptive Requirements	Project Specification
Windows U < 0.50	
Windows (Low E) SHGC < 0.30	
Skylight U < 0.65	
Ceiling Insulation R - 30	
Wall Insulation R - 13	
Floor Insulation R - 19	
Crawl Space R - 5 / 13 (not required in warm/humid)	
HVAC Efficiency Rating	
Size of HVAC (as determined by Heat Loss / Heat Gain calculations) Give method of calculation	
Heat pumps have programmable thermostats	
Duct Insulation R-8 in attic R-6 in other spaces	
Ducts sealed to substantially airtight and if located outside thermal envelope, tested and certified by whom	
Water Heater Efficiency Rating	
Building Envelope Visual or blower door and if tested certified by whom	
Recessed Cans - IC and airtight (ICAT)	
Recirculating fluid piping carrying fluids above 105F is insulated to R - 2	

Note: A REScheck Certification must be performed and submitted with the permit application.

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Signature

Date

A copy of this finished certificate must be installed at/near the electrical panel at final.



Plans must describe the following in sufficient detail for IECC Compliance:

1. The method chosen to insure compliance, Prescriptive Method, Alternative or Simulated Performance
2. Delineate the location of the air barrier and thermal barrier (see drawing below)
3. Delineate the insulation levels(R-30, blown insulation, etc.) and where they are located
4. Whether a blower door test will be performed
5. Location of duct and sealing methods. Duct blaster test required if outside thermal envelope.
6. Window U and SHGC factors
7. RESCheck or similar document indicating alternatives to the prescriptive Code
8. Manual J certification or equivalent for mechanical systems
9. Building cross section to determine height of truss or roof framing to accommodate R-30 insulation, any attic knee walls/rim joist insulation/building thermal envelope
10. Method of attic access including sealing and insulation of attic access panel

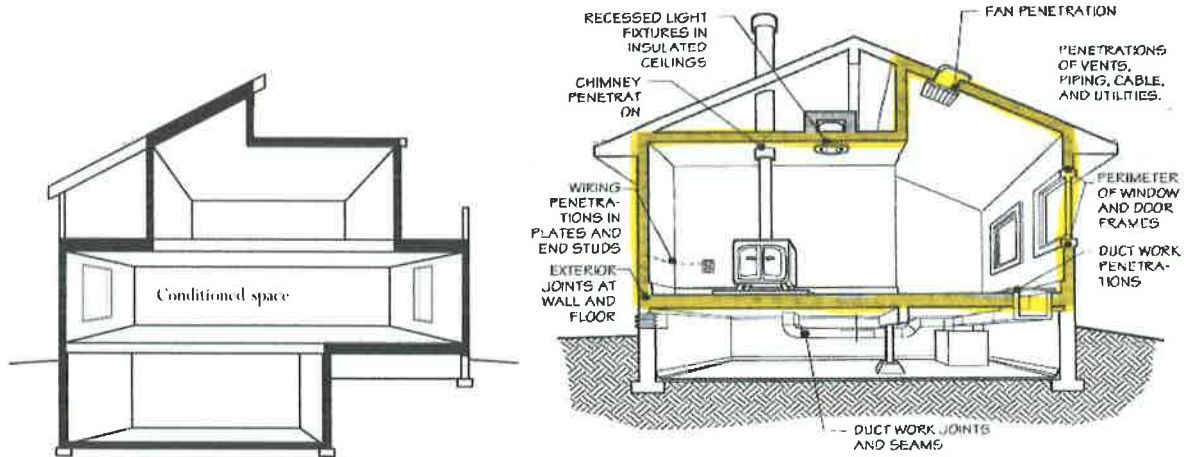
Typical drawing of **thermal envelope** or location of insulated portion of the house

A continuous air barrier shall be installed in the building envelope.

Exterior thermal envelope contains a continuous air barrier.

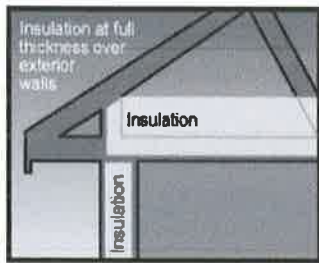
Breaks or joints in the air barrier shall be sealed.

Air-permeable insulation shall not be used as a sealing material.

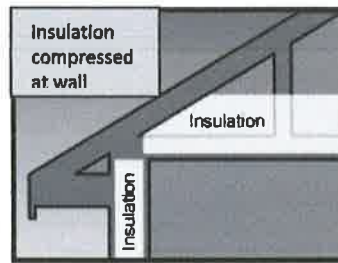


Thermal Envelope

Air Sealing and Thermal Envelope Requirements



Raised Heel or Energy Truss



Standard Construction



Restrictive Covenants
Zoning/Planning

843.795.4141
Fax: 843.795.4878
Town Hall
1238-B Camp Road
James Island, SC 29412

PERMIT APPLICATION: RESTRICTIVE COVENANTS AFFIDAVIT

I, _____, have reviewed the restrictive covenants applicable to
(Print Name)

Parcel Identification Number(s) _____, located at
(TMS #)

_____, and the proposed permit application is not
(Address)

contrary to, does not conflict with, and is not prohibited by any of the restrictive covenants, as
specified in South Carolina Code of Laws, Section 6-29-1145.

(Signature)

(Date)

(Print Name)

Explanation:

Effective July 1, 2007, South Carolina Code of Laws Section 6-29-1145 requires local governments to inquire in the permit application, or in written instructions provided to the applicant, if a tract or parcel of land is restricted by a recorded covenant that is contrary to, conflicts with or prohibits an activity for which a permit is being sought. (Section 6-29-1145 is copied on the back of this page)

Received by: _____

Date: _____

Application #: _____

"Section 6-29-1145. (A) In an application for a permit, the local planning agency must inquire in the application or by written instructions to an applicant whether the tract or parcel of land is restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the permitted activity.

(B) If a local planning agency has actual notice of a restrictive covenant on a tract or parcel of land that is contrary to, conflicts with, or prohibits the permitted activity:

- (1) in the application for the permit;
- (2) from materials or information submitted by the person or persons requesting the permit; or
- (3) from any other source including, but not limited to, other property holders, the local planning agency must not issue the permit unless the local planning agency receives confirmation from the applicant that the restrictive covenant has been released for the tract or parcel of land by action of the appropriate authority or property holders or by court order.

(C) As used in this section:

- (1) 'actual notice' is not constructive notice of documents filed in local offices concerning the property, and does not require the local planning agency to conduct searches in any records offices for filed restrictive covenants;
- (2) 'permit' does not mean an authorization to build or place a structure on a tract or parcel of land; and
- (3) 'restrictive covenant' does not mean a restriction concerning a type of structure that may be built or placed on a tract or parcel of land."



Town Hall
P.O. Box 12240
James Island, SC 29412
843.795.4141
Fax: 843.795.4878

PLANNING AND ZONING DEPARTMENT

Tree Affidavit

Single Family Residential

Application Number: _____ Date: _____ Received by: _____

I, _____, hereby certify that proposed development at

PID # (Parcel Identification #) / TMS # (Tax Map #) _____

will be undertaken without the disturbance, alteration, removal or destruction of any required Grand Tree (24" DBH or greater) as defined in §153.334 *Tree Protection and Preservation of the Town of James Island Zoning and Land Development Regulations Ordinance*.

Tree protective barricades shall be placed around all required trees in or near development areas as described in §153.334 D *Tree Protection During Development and Construction*.

I assume full legal responsibility for any actions not in compliance with tree preservation requirements of the Town of James Island. I am aware that violations may result in stop work orders, revocation of zoning and building permits, delays in issuance of certificate of occupancy, fines and replacement of trees as mandated by the Board of Zoning Appeals or Planning Director.

(Owner/Representative Signature)

(Date)

843.795.4141
 Fax: 843.795.4878
 Town Hall
 1238-B Camp Road
 James Island, SC 29422



SERVICE TYPE		FEE	
A.	ZONING PERMITS		
	1	Temporary Zoning Permit Fee	\$50.00
	2	Protected/Grand Tree Removal Permit (Zoning Permit)	\$25.00
	3	Residential Land Disturbance	\$25.00
	4	Residential Zoning Permit	\$25.00
B.	COMMERCIAL and INDUSTRIAL		
	1	Up to 5,000 SF building size	\$50.00
	2	greater than 5,000 SF building size	\$75.00
C.	ZONING AND COMPREHENSIVE PLAN AMENDMENTS		
	1	Zoning Map Amendments [Rezoning]	\$150.00 + \$10/acre
	2	Planned Development (PD) Zoning District	
		a. Less than 10 acres	\$300.00 + \$10/acre
		b. 10-99 acres	\$1000.00 + \$15/acre
		c. 100 acres or greater	\$1500.00 + \$20/acre
	3	Amendment to existing Planned Development text	\$300.00 + \$2/acre
	4	Sketch Plan Amendment	\$300.00 + \$2/acre
	5	ZLDR Text Amendments	\$250.00
	6	Comprehensive Plan Amendments	\$250.00
D.	SITE PLAN REVIEW		
	1	Limited Site Plan Review	\$50.00
	2	up to 5,000 SF building size.	\$250.00
	3	greater than 5,000 SF building size.	\$500.00
E.	BOARD OF ZONING APPEALS		
	1	Appeals of Zoning Related Administrative Decisions	\$250.00
	2	Special Exceptions	\$250.00

	3	Zoning Variances	\$250.00
	4	Protected/Grand Tree Removal Zoning Variances	\$250.00 + \$50.00
F.	ADDRESSING		
	1	Street Name Change	\$50.00
	2	Street Sign	\$200.00
G.	SIGNS		
	1	Billboards	Site Plan Review + \$50.00
	2	Wall Signs (per use)	\$50.00
	3	Free Standing Sign	\$50.00
	4	Agricultural Sign	\$20.00
H.	SUBDIVISION PLATS		
	1	One Lot or Exempt Plat	\$50.00
	2	2-10 Lots or Minor Subdivision Plat	\$100.00 + \$10/lot
	3	11 or more Lots or Preliminary Plat for Major Subdivision	\$200.00 + \$10/lot
	5	Final Plat	\$100.00 + \$10/lot
	6	Public Improvement(s) Review (Engineering)	\$10/lot
	7	Appeals of Subdivision Related Administrative Decisions	\$250.00

FEE SCHEDULE NOTES

Town Council may waive all or a portion of the above fees upon submittal of a request to Council and subsequent approval at a public meeting of Town Council

If any type of zoning application/permit is required in order to bring properties that have current zoning violations into compliance with the Town of James Island Zoning and Land Development Regulations Ordinance, the zoning application/permit fees shall be doubled.

Separate applications and fees shall be filed for more than one Variance request to each requirement of this Ordinance. If an applicant requests a variance for removal of more than one Protected/Grand tree, each additional Protected/Grand tree shall require an additional fee.

CHARLESTON COUNTY BUILDING PERMIT FEES

Total Valuation	Fee
\$1,000.00 and less	No fee, unless an inspection is required, in which case a permit is required and a \$50.00 fee shall be charged.
\$1,000 to \$2,000	\$50.00
\$2,001 to \$50,000	\$50.00 for the first \$2,000 + \$4.00 per \$1,000
\$50,001 to \$100,000	\$242.00 for the first \$50,000 + \$3.75 per \$1,000
\$100,001 to \$300,000	\$429.50 for the first \$100,000 + \$3.50 per \$1,000
\$300,001 to \$500,000	\$1129.50 for the first \$300,000 + 3.35 per \$1,000
\$500,001 and up	\$1,799.50 for the first \$500,000 + \$3.00 per \$1,000



**SINGLE FAMILY RESIDENTIAL
&
SMALL COMMERCIAL PROJECTS (0 to ½ acre)**

**EROSION PROTECTION & SEDIMENT CONTROL
CERTIFICATION
(Supplement to Building Permit)**

Applicant Information

OWNER: _____
ADDRESS: _____
CITY: _____ **STATE:** _____ **ZIP CODE:** _____
PHONE: _____ **FAX:** _____
E-MAIL: _____

Property Information

PARCEL/TMS #(S): _____ **LOT NUMBER(S):** _____
DEVELOPMENT
ADDRESS: _____
CITY: _____ **ZIP CODE:** _____
TOTAL ACRES: _____ **DISTURBED ACRES:** _____
LOTS APPLIED FOR: _____

Contractor Information (if applicable)

(1) COMPANY: _____
LICENSE #: _____
ADDRESS: _____
CITY: _____ **STATE:** _____ **ZIP CODE:** _____
PHONE: _____ **FAX:** _____
EMAIL: _____

Owner/Operator must sign the certification below.

I certify under penalty of law that I understand and will comply with the Town's Construction Activity Management Requirements for Single Family Residential Structures Disturbing Less Than 1 Acre in the attached document. I will ensure that the control measures are maintained. I further authorize and consent that Town of James Island and Charleston County inspectors may enter upon the premises as necessary to ensure compliance with all related requirements of the Ordinance or Manual.

NAME (Please Print): _____

SIGNATURE: _____ **DATE:** _____



Town of James Island Public Works Department

Construction Activity Management Requirements for Single Family Residential Structures Disturbing Less Than 1 Acre:

1. The lot shall have protection around the entire boundary with allowances for no more than two (2) entrances/exits. This protection may be silt fencing or earthen or man-made berms or dikes. These measures shall be installed within 24-hours of land disturbance and maintained until the project is stabilized as detailed below. The following guideline should be followed:
 - The maximum length from the crest of a hill to the fence is one-hundred (100) feet. When the distance from a crest to the property boundary is greater than one-hundred (100) feet, an intermediate row of silt fence shall be used or another control method employed.
 - The Maximum slope steepness (normal [perpendicular] to the fence line) is 2H:1V. When exceeded, slope drains shall be employed.
 - A maximum of $\frac{1}{4}$ acre drainage per one-hundred (100) linear feet of silt fence should be used. When this is exceeded, intermediate row of silt fence shall be used or another control measure employed.
 - Sediment accumulated along the fence shall be removed when it reaches $\frac{1}{3}$ the height of the fence.
 - Proper construction of these measures can be found from SC DHEC's BMP Manual, or from the Charleston County Stormwater Division or from the Town of James Island Public Works Department. Manufacturers recommended installation and maintenance procedures shall be followed if applicable.
2. Nearby stormwater inlets, manholes, etc. in the street or on this or adjacent property shall be protected through the use of sediment tubes, check dams, or inlet protection devices. These measures will be maintained through the construction process until the site is stabilized as detailed below.
3. Construction entrances will be provided at all entrances/exits. The construction entrance shall contain washed stone that is at least six (6) inches deep, twenty (20) feet wide, and seventy-five (75) feet long. The stone shall be maintained throughout the construction process until the site is stabilized as detailed below. Sediment tracked onto streets shall be removed weekly. More information on the installation and maintenance of construction entrances can be obtained from the Charleston County Stormwater Division or Town of James Island Public Works Department.
4. All control measures shall be inspected by applicant or applicant's agent every seven (7) calendar days and within 24 hours after each rainfall event that produces $\frac{1}{2}$ -inches or more of precipitation.

5. Construction debris and other waste shall be contained in a dumpster or covered with plastic. Covers that prevent exposure to precipitation shall also be used for stockpiles of soil. Chemicals, paints, solvents and other materials shall be stored such that exposure risk to precipitation and stormwater runoff is low. Concrete wash water shall be disposed in an area of soil away from surface waters where soil can act as a filter or evaporate the water. Remaining cement shall be disposed of in a dumpster or otherwise removed from the site. Be aware that this water can kill vegetation. Dewatering water shall be disposed of in a pervious area. Discharge of sediment from dewatering operations shall be prevented from entering into storm sewers and surface waters.
6. Areas not used during construction should be vegetated with sod and seed. Existing/natural vegetation should be preserved as much as possible. Grass specifications are available from the Charleston County Stormwater Division or Town of James Island Public Works Department.
7. A site is considered stabilized once the entire area other than buildings, driveways, and walkways has vegetative cover with a density of 70%. Seeding should be accompanied or replaced with erosion control mats as necessary to achieve this density.
8. After final stabilization is achieved, all control measures shall be removed from the site.

A signed copy of these requirements shall be maintained at the construction site with a copy of the permit.

Owner/Owner's Agent: _____
Signature: _____ Date: _____

Town of James Island Public Works Department: _____
Signature: _____ Date: _____