

COLLETON COUNTY PLANNING AND DEVELOPMENT

P.O. Box 98 - 31 Klein Street - Walterboro, SC 29488

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Website: colletoncounty.org/planning-and-development



RESIDENTIAL CHECKLIST

Initial Forms Required	1st Step: Apply for Zoning Permit and Floodplain Development Permit (if applicable); and fill out the Restrictive Covenants Form and Wetlands notification (if applicable). 2nd Step: Building Permit Application and Residential Checklist
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NEW AND ADDITION TO RESIDENCE

APPLICANT			CLERK
NEW	✓	ADD.	
✓	<input type="checkbox"/>	✓	Two (2) sets of detailed Plans Ref: Standard for Residential Construction in High-Wind Regions ICC 600-2008
✓	<input type="checkbox"/>		Copy of Permit to Construct or Final Septic Tank Permit . DHEC – 843.846.1030
✓	<input type="checkbox"/>	✓	Plat- Make a copy of the recorded plat of property (a “deed” will be required if there is “no plat available”). Registrar of Deeds Office – 843.542.2745
✓	<input type="checkbox"/>	✓	Site / Plot Plan - A scaled site / plot plan. <i>Please see the Minor Site Plan Requirements and Checklist</i>
✓	<input type="checkbox"/>	✓	Parcel in the Floodplain Site Plan and Elevation Certificate (EC) – <i>Please see the Minor Site Plan Requirements and Checklist</i> (Any Questions Regarding the Special Flood Hazard Area (SFHA) please contact the Floodplain Administrator) FEMA classified FLOOD ZONE AREAS ONLY
✓	<input type="checkbox"/>	✓	Tax Map Number (Pin Number) of property - Can be found on tax bill or contact the Assessor’s Office - 843.549.1213
✓	<input type="checkbox"/>		911 Address – Must be posted before application submittals. BEFORE the work begins – the correct 4 inch reflective letters posted at (mailbox/dwelling) 911 Addressing (Sheriff Office) – 843.549.2211
✓	<input type="checkbox"/>		REScheck Compliance Certificate (excluding Modular Homes)
✓	<input type="checkbox"/>	✓	Square Footage (heated & unheated)/ Seismic & Wind requirements

ACCESSORY STRUCTURES (BASED ON STRUCTURE SQFT)

225 sqft. or less		226 sqft. or more	
	Fill out the Following: Zoning Permit Application, Restrictive Covenants and Non-Conversion Affidavit		Fill out the Following: Zoning Permit Application, Building Permit Application, Restrictive Covenants and Non-Conversion Affidavit
	Two (2) set of the Site Plan with distance to front of the property and closest dwelling (Can use GIS Parcel Mapping)		Two (2) set of the Site Plan with distance to front of the property and closest dwelling (Can use GIS Parcel Mapping)
			Two (2) sets of Detailed Plans

Print Applicant/Representative/Contractor Name

Signature

Date