



TOWN OF BLUFFTON MANUFACTURED HOUSING APPLICATION MASTER APPLICATION

Growth Management Customer Service Center
20 Bridge Street
Bluffton, SC 29910
(843)706-4522
www.townofbluffton.sc.gov
applicationfeedback@townofbluffton.com

The following information shall be included as part of a Building Permit application submitted for review. This checklist is intended to assist in the provision of the minimum documentation necessary to demonstrate compliance with the applicable Building Code regulations. Depending on the proposal, the amount and type of documentation will vary.

Manufactured Home
1. Application for Manufactured Housing Permit
2. Manufactured homes that are prior to June 15, 1976 must have an South Carolina Engineer sign off that it meets Wind Zone 2
3. Wind Zone 2 documentation required
4. Picture of the placard from the manufactured home
5. Survey showing the location of the home and existing conditions on the property.
6. Town placement approval
7. Beaufort County Registration for the home
8. Two (2) Mechanical Certifications (Electrical & HVAC contractors will need to fill out).
9. Address specific Septic Letter or Permit from DHEC (if applicable) or BJWSA Letter (if applicable).
10. Stormwater Erosion Control Affidavit
11. Three (3) sets of drawings for the foundation (if applicable & from a South Carolina Professional).
12. Drawings for stairs and landings.
13. Manufacturer installation instructions.
14. Signed copy of DHEC-0451
Additional Documentation Requirements for Inspections
1. Site must be cleared of vegetation and graded for drainage before home is placed.
2. Foundation survey, termite & compaction slip are required if the manufactured home is being placed on a foundation prior to pouring the foundation.
3. Mechanical Certifications Due at time of submittal for permit.
4. Sewer tap approval inspection or letter from BJWSA - prior to building final inspection.



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MANUFACTURED HOME PLACEMENT APPROVAL
TOWN OF BLUFFTON

This approval is for placement only and does not approve the actual installation of the home

Name of Home Owner _____ Date _____

Current Address _____ Phone Number _____

Name of Land Owner _____ Phone Number _____

Proposed Location of Home _____

District _____ Map _____ Parcel _____

Lot _____ Zoning _____ Flood Zone _____

Gross Acreage _____ Net Acreage _____ Permitted Density _____

Color _____ Square Feet _____ Single _____ Double _____ Triple _____

What year was home built? _____

Where is home coming from? _____

Is this manufactured home replacing an existing home? _____ Yes _____ No

If a replacement:

When will the existing manufactured home be moved?

Where is the existing manufactured home being moved to?

Who owns/owned the existing manufactured home?

Proof provided of a home having been on the site: _____ Yes _____ No

If this is a replacement home, the home being replaced must be moved off site or to a Town approved site before the new home can be placed.

To the best of my knowledge, the information on this application and additional documentation is true, factual, and complete. I hereby agree to abide by all conditions of any approvals granted by the Town of Bluffton. I understand that such conditions shall apply to the subject property only and are a right or obligation transferable by sale. I will notify the Planning Staff of the Town of Bluffton of any changes in the location of this manufactured home.

Signatures: _____ / _____
Home Owner Land Owner

FOR OFFICIAL USE ONLY

Approved By: _____ Date: _____ Approval Expiration Date: _____

Adjacent Street Setback: _____ Conditions: _____
Staff Comments: _____



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Manufactured Housing Permit Application			
Owner Name:			
Owner Address:			
Owner Phone:			
Location			
Parcel ID: R _ _ _ - _ _ _ - _ _ _ _ - _ _ _ _		Historic District: <input type="checkbox"/> No <input type="checkbox"/> Yes	
Street Address:			
Lot:		Flood Zone:	
Manufactured Unit Information			
Serial No.	Year Built	Size	HVAC unit Size
Licensed Installer			
Name:		State License:	Business License #:
The following Information is required:			
<input type="checkbox"/> Wind Zone Certification	Manufactured homes located in the Town of Bluffton must meet Wind Zone 2 Specifications. You must present proof that the home is labeled Wind Zone 2 in order to bring a home onto the land or to move a home from one location to another in the Town of Bluffton.		
<input type="checkbox"/> Water/Sewer/Septic	Letter of service from Beaufort Jasper Water and Sewer or a copy of the septic tank approval signed at the bottom as completed.		
<input type="checkbox"/> HVAC Certificate	The HVAC unit must be installed by a licensed mechanical contractor and elevated to meet flood requirements. A Mechanical Certificate is required from the mechanical contractor.		
<input type="checkbox"/> Electrical Certificate	A licensed electrician is required to install the electrical service. A Mechanical Certificate is required from the Electrical Contractor.		
<input type="checkbox"/> Town of Bluffton Placement Approval	The placement approval is obtained from the Growth Management Department.		
<input type="checkbox"/> County License for Manufactured Home	The Beaufort County License is issued to you when you register your home with the County.		
<input type="checkbox"/> Drawings	Additional plans are required for permanent foundations and site built items such as stairs and landings, and must comply with the International Residential Code.		
<input type="checkbox"/> Historic District Requirements	Placement on property located in the Historic District must meet applicable design standards of Article 5 of the Unified Development Ordinance.		
<input type="checkbox"/> Manufacturer Instructions	The Manufacturer Instructions must be available in the unit upon inspection. If not available, the installation must comply with State of SC installation regulations.		
Owner Signature			Date:

Note: A manufactured home cannot be placed in a flood zone.



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This Affidavit must be submitted at the time of the building permit application or Certificate of Appropriateness			
<i>Office Use Only</i>	Permit Number:	Date Received:	
Project Address:			Lot #:
Subdivision:	Parcel ID:		
Property Owner		Contractor	
Name:	Name:		
Address:	Address:		
City/State/Zip:	City/State/Zip:		
Phone:	Office Phone:		
Cell Phone:	Cell Phone:		
Email Address:	Email Address:		
<p>My signature hereto signifies I am the owner/financially responsible party for job site compliance with the Stormwater Ordinance as outlined in Section 5.10 of the Unified Development Ordinance (UDO) and the Stormwater Design Manual Chapter 9.0. I hereby acknowledge that Best Management Practices must be used to ensure control of soil erosion on my job site to include, but not be limited to, the following:</p> <ol style="list-style-type: none"> 1. Installation and regular maintenance of silt fencing using the preferred method of trenching installation on all low/down slope sides of the job site. Silt fence is to have an upslope return at each end no less than 5 feet; and 2. Installation and regular maintenance of a stone construction entrance. Stone construction entrance shall consist of a 2 inch to 3 inch coarse aggregate stone. Construction entrance shall be a minimum of 6 inches in thickness, 10 foot wide and extend to the structure or a minimum of 15 feet in length; and 3. Removal of mud and sediment from the street or adjacent property(ies) immediately following such an occurrence; and 4. Conduct no land disturbing activity within 35 feet of the banks of streams, lakes, wetlands or other water course or water body; and 5. Provide temporary vegetation and/or mulch on any exposed areas to provide an effective barrier from erosion within 14 days of inactivity; and 6. Install any other measures as deemed necessary by the Watershed Management Division Erosion and Sediment Control Program. 7. All construction site activities must adhere to the South Carolina Department of Health and Environmental Control (SCDHEC) General Permit SC0010000 for Large and Small Site Construction Activities. 			



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I understand that if the disturbed area for any reason becomes greater than 43,560 square feet, or 21,780 square feet within ½ mile of the Critical Zone as defined by SCDHEC, a formal Stormwater Management Plan (SWPPP) with an Erosion Control Plan will be required to be submitted with proper fees for review, approval, and permitting. I further acknowledge the Town’s Building Safety Inspectors may refuse to conduct building inspections and the Watershed Management Division may issue Notices of Violation, Stop Work Orders, and/or Civil Penalties for failure to comply with Sediment & Erosion Control Requirements.

Signature

Print Name

Title

Date Signed



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Mechanical Certification of Work to be Performed	
PERMIT NUMBER:	
NOTE:	
<ol style="list-style-type: none"> 1. The Mechanical Certificate is required BEFORE work begins in Plumbing, Electrical, or HVAC. 2. All information on the form is required. Only completed forms will be accepted. 3. Owners doing work in any of the trades are required to have the certificate approved by the Building Official. 	
State License #:	License Group (Commercial):
Bluffton Business License #:	
Work Site:	Street Number:
Street Name:	
Owner:	Contractor:
Owner Address:	Contractor Address:
Owner Phone #:	Contractor Phone #:
Description of Work to be Performed by Mechanical Contractor	
<input type="checkbox"/> Electrical	Electric Service Size:
<input type="checkbox"/> Plumbing	
<input type="checkbox"/> Heating and Air	Heat Pump Size:
<p>I, am the owner of authorized agent of _____ <div style="text-align: center;">Print Company Name</div> </p> <p>The electrical, heating and air conditioning, or plumbing work as described above shall be installed in accordance with Chapter 5 Municipal Code Town of Bluffton and all other applicable codes.</p>	
Name (Print)	Notary Public (Print)
Signature	Signature
Date:	Date: State:
Commission Expires:	



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State License #:	License Group (Commercial):	
Bluffton Business License #:		
Work Site:	Street Number:	Street Name:
Owner:		Contractor:
Owner Address:		Contractor Address:
Owner Phone #:		Contractor Phone #:
Description of Work to be Performed by Mechanical Contractor		
<input type="checkbox"/> Electrical	Electric Service Size:	
<input type="checkbox"/> Plumbing		
<input type="checkbox"/> Heating and Air	Heat Pump Size:	
<p>I, am the owner of authorized agent of _____ Print Company Name</p> <p>The electrical, heating and air conditioning, or plumbing work as described above shall be installed in accordance with Chapter 5 Municipal Code Town of Bluffton and all other applicable codes.</p>		
Name (Print)	Notary Public (Print)	
Signature	Signature	
Date:	Date:	State:
Commission Expires:		



Notification Form for Sites Disturbing Less Than 1-Acre, Not Located within 0.5 Miles of a Coastal Receiving Water and Automatic Permit Coverage (Not Part of a Larger Common Plan, Coastal County)

Notification #: _____ (For Official Use Only)

Note: This form is for use on projects LOCATED WITHIN THE EIGHT COASTAL COUNTIES (Beaufort, Berkeley, Charleston, Colleton, Dorchester, Georgetown, Horry, and Jasper) and that are NOT part of a larger common plan for development or sale.

Date: _____
Project/ Site Name: _____ County: _____

I. Project Information

- A. Is any portion of this Project's boundary located within an Urbanized Area or MS4?
B. Project Owner/ Operator (Company or person):
C. Permit Contact (If Owner Is Company):

II. Property Information

- A. Site Location (street address, nearest intersection, etc.):
B. Property Owner (if different from section I. B above):

III. Site Information

- A. Disturbed Area (to the nearest tenth of an acre):
B. Start Date (MM/DD/YYYY):
C. Are there any Flooding Problems Downstream of or Adjacent to this Site?
D. Has S.C. DHEC or MS4 issued a Notice to Comply, Notice of Violation or a Warning Notice for this site or LCP?
E. Type of Activity (check all that apply):

IV. Waterbody Information

- A. Nearest Receiving Waterbody(s) [RWB]:
B. Drains to Coastal Receiving Water?
C. 1. Are there any Waters of the United States/ Waters of the State, jurisdictional or non-jurisdictional wetlands, or any other waters located on site?
2. Are there any impacts to any of the on-site Waters of the U.S./State, jurisdictional or non-jurisdictional wetlands, or any other waters?
D. If checked yes for impacts in item C.2, describe each impact and activity, and list all permits

V. Signatures and Certifications: DO NOT SIGN IN BLACK INK!

A. Per my signature below, I hereby certify that this project is not part of a Larger Common Plan (LCP) for Development or Sale. I understand that additional construction activities at this site may require permit coverage and I am responsible for obtaining any federal, state, or local permits that may be required for this project.

Printed name of Project Owner/Operator

Signature of Project Owner/Operator

Date

**Less Than 1-Acre, Not Located within 0.5 Miles of a Coastal Receiving Water and
Automatic Permit Coverage
Not Part of a Larger Common Plan, Coastal County**

Application Instructions

This form is for use on projects that will disturb less than 1 acre, are not located within 0.5 miles of a coastal receiving water, and are **not** a part of Larger Common Plan (LCP) for development or sale. This form is also for use on projects that qualify for Automatic Permit Coverage under the NPDES General Permit for Stormwater Discharges from Construction Activities by disturbing 0.5 acres or less on sites that are located within 0.5 miles of a Coastal Receiving Water (not part of an LCP). Coastal Receiving Waters are *receiving water bodies as defined in [South Carolina's Coastal Zone Management Program Refinements](#) including all regularly tidally influenced salt and fresh water marsh areas, all lakes or ponds which are used primarily for public recreation or a public drinking water supply, and other water bodies within the coastal zone, excluding wetlands, swamps, ditches and stormwater management ponds which are not contiguous via an outfall or similar structure with a tidal water body.*

This form is only for use on projects located within one of the eight counties comprising the S.C. Coastal Zone (Beaufort, Berkeley, Charleston, Colleton, Dorchester, Georgetown, Horry, and Jasper counties). **If this project is part of a LCP for sale or development OR if this project includes more than 0.5 acres of disturbance located within 0.5 miles of a coastal receiving water, this form may not be used. Please see SC DHEC Form [d-2617](#) for the aforementioned scenarios.**

Completing the Application:

You must type or print legibly. You must include the original, signed notification form and one (1) copy of a sketched plan outlining the anticipated activities and the location of all proposed sediment and erosion control devices. **See Details on Pages 3-4 for additional information.**

Project/ Site Name:

The Project/Site Name should be a unique or distinguishing name (e.g., not Proposed Subdivision).

I. Project Information

- A.** If any of the property is located inside an urbanized area (UA) or MS4, then list the entity and contact the respective MS4 or UA to identify applicable project requirements. See the following website for information about MS4s: [S.C. DHEC MS4 Link](#). Urbanized area boundary maps are available at the following EPA Link: [EPA Urbanized Area Maps Link](#). Please verify boundaries with the MS4 entity as some boundaries may have changed since the urbanized area maps were published.
- B.** The official or legal name of the Project Owner/Operator (PO/O) should be listed under section B. The Company EIN is the Employer Identification Number as established by the U.S. Internal Revenue Service; the EIN is commonly referred to as the taxpayer ID. If the PO/O is not a company, then do not list a Company EIN. Please provide all requested information including email addresses.
- C.** If the Project Owner/ Operator is a company, then a Permit Contact person must be listed under section C. This can be someone other than the person that has signatory authority for the company. Please provide all requested information including email addresses.

II. Property Information

- A.** Provide all requested information, including Nearest City/Town even if project is located outside of City Limits. Latitude (from 32° to 35°) and longitude (78° to 83°) should be for the center of the site to the nearest 15". Minutes (') should be from 0 to 59, and seconds (") should be 0, 15, 30, or 45. List all Tax Map Numbers associated with the property.
- B.** If the Project Owner/ Operator does not own the project site, then list the official or legal name of the current Property Owner of the site. Exemption Notification will be issued to the Project Owner/Operator (Section I), not the Property Owner, unless same entity.

III. Site Information

- A.** The disturbed area and total site area should be rounded to the nearest tenth of an acre.
- B.** List the estimated start and completion dates of the construction activity.
- C.** If there are any downstream or adjacent flooding problems, then mark Yes. Otherwise mark No.
- D.** If S.C. DHEC or an MS4 has issued a Notice to Comply, Notice of Violation or Warning Notice for this site please check yes. Otherwise check No.
- E.** Identify the type of activity on this site by checking all that apply. Institutional includes schools and other publicly owned projects, except Linear projects. Site Preparation includes clearing, grubbing, and grading only; no new impervious areas should be proposed if this activity type is checked.

IV. Water Body Information

- A.** The nearest receiving water body is the nearest Waters of the State (WOS)(see definition in [S.C. Regulation 61-9](#)) to which the site's stormwater will discharge. If this water body is unnamed, then provide a description that references the nearest, named water body (e.g., tributary to Grove Creek). If the site's stormwater discharges to multiple water bodies, then list all such water bodies and attach additional sheets, if necessary.
- B.** If your site drains to a Coastal Receiving Water as defined above, then mark Yes. Otherwise mark No. If YES, provide the distance.
- C.** If there are other waters of the U.S./State on the site not listed in item A (e.g., lake, pond), then mark Yes under item C.1. If there are proposed impacts to these or any WoS, then mark Yes under item C.2. It is also advised that you contact USACOE (866-329-8187), S.C. DHEC Water Quality Certification & Wetlands Section (803-898-4300), and S.C. DHEC Office of Ocean and Coastal Resource Management (843-953-0200) as applicable about these impacts.
- D.** If items C.1 and C.2 were marked Yes, then describe the scope of all impacts to the referenced Waters of the State and list all permits and certifications that have been applied for or obtained which address each impact.

V. Signatures and Certifications

A. If the Project Owner / Operator is a company, print the name of the person who is signing the NOI for the Project Owner / Operator. A person with signatory authority for the Project Owner / Operator must sign the application. Certified Digital Signatures through Adobe Reader are accepted.

Where to File: (For projects that are located **within the Coastal Zone** and are **not** part of a LCP.) **For projects located within an Urbanized Area or MS4, you must first contact the respective UA or MS4 to identify applicable project requirements.**

Via Email

coastalstormwaternotification@dhec.sc.gov
(All files must be submitted as PDFs.)

Via Mail

S.C.DHEC—Coastal Stormwater Permitting Section
1362 McMillan Avenue, Suite 400
Charleston, SC 29405

Project Requirements

The following paragraphs provide guidance for projects located within the Coastal Zone that disturb less than one (1) acre, are not located within 0.5 miles of a CRW, and are not part of a larger common plan for development or sale (LCP). The following paragraphs also provide guidance for coastal projects that qualify for Automatic Permit Coverage under the NPDES General Permit for Stormwater Discharges from Construction Activities (NPDES CGP) by disturbing 0.5 acres or less on sites that are located within 0.5 miles of a Coastal Receiving Water (not part of an LCP.) **If your project is to be constructed in a MS4 or Urbanized Area, the respective MS4 or UA must be consulted to identify additional project requirements.** The Where To Apply guidance may also be consulted for MS4/UA contact information.

Regulatory Basis: The S.C. Stormwater Management and Sediment Reduction Regulations (R.72-300) require that for land disturbing activities involving two (2) acres or less of actual land disturbance which are not part of a larger common plan of development or sale, the person responsible for the land disturbing activity shall submit a simplified stormwater management and sediment control plan meeting the requirements of R.72-307H. In addition to R.72-300, all projects that disturb 1 acre or more are subject to the requirements of the NPDES General Permit for Storm Water Discharges from Construction Activities (NPDES CGP). Additionally, projects may be subject to requirements of local governments through local ordinances, in particular, those areas that are considered Municipal Separate Storm Sewer Systems (MS4s) under the NPDES program. Please see S.C. DHEC's MS4 website for more information.

Heightened Coastal Stormwater Requirements – Sites Located Within 0.5 Miles of Coastal Receiving Waters

The South Carolina Coastal Zone Management Program Refinements (Program Refinements) call for regulatory approval of small sites that are located within 0.5 miles of a receiving water body as defined in Chapter III, Section XIII of the Program Refinements (See definition of receiving water body located in the instructions for this form). This type of receiving water body is also known as a coastal receiving water for the purposes of permitting requirements. Regulation 61-9, used in developing NPDES permits, defines any construction activity located within 0.5 miles of a coastal receiving water as a “Small Construction Activity”, and therefore subject to coverage under the NPDES CGP. In the NPDES CGP, sites that are located within 0.5 miles of a coastal receiving water and disturb 0.5 acres or less (not part of an LCP) qualify for automatic permit coverage with the use of appropriate best management practices.

For construction activities that include less than one (1) acre of disturbance, are not part of an LCP, where the site is located within 0.5 miles of a coastal receiving water, the following applies:

Submittal Type	Size of Construction Activity	DHEC Form 0451
Automatic Permit Coverage* (Notification)	0.1 – 0.5 acres	0451
Individual Permit Coverage*	0.6 – 0.9 acres	2617

Definition LCP: The plan in LCP is “broadly defined as any announcement or piece of documentation (including a sign, public notice or hearing, sales pitch, advertisement, drawing, permit application, zoning request, computer design, etc.) or physical demarcation (including boundary signs, lot stakes, surveyor markings, etc.) indicating construction activities may occur on a specific plot.” [63 Federal Register No. 128, July 6, 1998, p. 36491] For example, if master calculations have been prepared and/or submitted for an entire site, then all phases and parcels at that site would be considered part of an LCP. If the site is part of a subdivision, industrial park, commercial park, etc., then it is considered to be part of an LCP. If there have been land-disturbing activities, including clearing, grading or excavating, that resulted in one (1) disturbed acre or more since 1992, then any future land-disturbing activities at the site are considered to be part of an LCP. If you are unable to determine if a plan is part of a LCP, you may contact the Department or the respective MS4/UA (when applicable) for assistance.

Submittal Requirements: Projects Less Than One (1) Acre, Not Located Within 0.5 Miles of a Coastal Receiving Water AND Automatic Permit Coverage that are not part of an LCP

Following is a summary of S.C. DHEC's submittal requirements for coastal projects that disturb less than one (1) acre and are not located within 0.5 miles of a coastal receiving water OR projects that qualify for Automatic Permit Coverage when either project type is not part of an LCP:

1. Provide **one (1) complete (signed and dated) Notification Form** for coastal counties (DHEC Form 0451 or other form provided by DHEC. *Note: The Notification form must be signed and dated by the Project Owner/Operator.*
2. Provide **one (1) copy of the plan/sketch.** *Note: Plan is not required to be prepared by an engineer, Tier B surveyor, or landscape architect; however, if an individual with one of these licenses prepares the plan, then they must sign and seal the plans. The sketched plan should include:*
 - (a) A site location drawing of the proposed project, indicating the location of the proposed project in relation to roadways, jurisdictional boundaries, streams and rivers;
 - (b) The boundary lines of the site on which the work is to be performed;
 - (c) The location of vegetative (temporary and permanent) and structural stormwater management and sediment control measures; and
 - (d) A topographic map of the site (if required by the implementing agency).
3. A **narrative description** of the stormwater management and sediment control plan to be used during land disturbing activities. *Note: This may be included on the plans instead of in a written narrative.* Include a general description of topographic and soil conditions of the property. Include a general description of adjacent property and a description of existing structures, buildings, and other fixed improvements located on surrounding properties.
4. Automatic Permit Coverage Only: A Coastal Zone Consistency determination is required for any site that is located within 0.5 miles of a coastal receiving water due to the permit coverage requirement. Contact [DHEC's Office of Ocean and Coastal Resource Management \(DHEC-OCRM\)](#) for any submittal requirements. Submit CZC submittal directly to DHEC-OCRM.

Once completed, the notification package (form, plans, and narrative) may be e-mailed (as pdf) to coastalstormwaternotification@dhec.sc.gov for electronic processing by the Bureau of Water. A notice of receipt will be e-mailed to the applicant upon successful receipt of the notification package. Once the notification package has been screened for completeness and applicability, a letter requesting additional information or an approval letter will be e-mailed to the project owner/operator at the e-mail address provided on the notification form. A copy of the Notification letter will also be e-mailed to SCDHEC Regional inspectors. **If electronic submittal is not possible or desired, Less Than One Acre/Automatic Permit Coverage notifications may be mailed to SCDHEC - Bureau of Water, Coastal Stormwater Section, 1362 McMillan Avenue, Suite 400, Charleston, S.C. 29405.**

If the project is to be constructed inside a MS4 or Urbanized Area, you must first contact the respective MS4 or UA to identify applicable project requirements. Please note that these projects are required to provide adequate sediment and erosion controls in order to insure no offsite sedimentation into Waters of the State, adjacent properties, and public right-of-ways. Please also note that the Department does not regulate the placement of fill in floodplains. You must contact your local city or county official for such approval.