



## TOWN OF BLUFFTON BUILDING PERMIT SUBMITTAL REQUIREMENTS

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.

<b>New Structures, Additions/Remodels</b>
1. Building Permit Master Application.
2. License Requirement Form.
3. Solid Waste Disposal Plan.
4. Window/Door Rating (if windows or doors are included in construction).
5. Owner Contractor Disclosure Statement if owner is doing the work.
6. Three (3) sets of plans signed and sealed by a South Carolina Design Professional.
7. Three (3) sets of the Site Plan or Survey.
8. Manual J for residential construction. ASHREA for commercial construction (if conditioned space).
9. Rescheck for residential construction. Comcheck for commercial construction (if conditioned space).
<b>Residential HVAC or Water Heater Change Out</b>
1. Application for Residential HVAC Change Out (no duct work) or application for Residential Water Heater Change Out.
<b>Manufactured Home</b>
1. Application for Manufactured Housing Permit.
2. Wind Zone 2 Certification Required.
3. Three (3) sets of surveys showing the location of the home and anything else on the property.
4. Town placement approval.
5. Beaufort County Registration for the home.
6. Two (2) Mechanical Certifications (Electrical & HVAC contractors will need to be completed).
7. Septic Letter or Permit from DHEC (if applicable).
8. BJWSA Letter (if applicable).
9. Three (3) sets of drawings for the foundation (if applicable & from a South Carolina Design Professional).
10. Three (3) sets of drawings for stairs and landings.
11. Manufacturer installation instructions must be on-site.
<b>Minor Electrical, Mechanical, Plumbing &amp; Gas</b>
1. Building Permit Master Application.
2. License Requirement.
3. Solid Waste Disposal Form.
4. Three (3) sets of plans signed and sealed by a South Carolina Design Professional (depending on scope of work).
5. ASHREA (if adding conditioned space or changing HVAC system).
<b>Irrigation, Swimming Pool, Spa &amp; Water Feature</b>
1. Building Permit Master Application.
2. License Requirement.
3. Solid Waste Disposal Form.
4. Three (3) sets of the survey or site plan (only for swimming pool, spa, or water feature).
5. Three (3) sets of plans (only for commercial irrigation, swimming pool, spa or water feature).
6. Swimming Pool Certification – in compliance with Energy Code.
<b>Additional Documentation Requirements for Inspections</b>
1. Foundation survey, Compaction slip & Fiber Concrete Certificate are required for new structures & additions <b>prior to pouring the foundation.</b>
2. Flood Elevation Certificate (under construction) <b>prior to foundation inspection.</b> Final Flood Elevation Certificate & As-Built Survey <b>prior to CO inspection</b> (if construction is located in Flood Zone).
3. Mechanical Certifications (if electrical, mechanical, or plumbing work is involved.) Due <b>prior to subcontractors beginning work at site.</b>



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| 4. | Signed & Sealed Truss drawings, Floor TJI'S-Detail layout, Duct Sealing Certificate & Termite Certificate- <b>prior to rough in's &amp; frame inspection.</b>     |
| 5. | Insulation Certificate- <b>prior to insulation inspection.</b>  |
| 6. | Subcontractor Roster, Sealing Certificate - <b>prior to permanent service inspection.</b>   |
| 7. | Sewer Tap approval inspection or letter from BJWSA- Residential Energy Code Certificate required <b>prior to request for Certificate of Occupancy inspection.</b> |