



# Town of Sullivan's Island

Sullivan's Island, South Carolina

## CONTRACTOR'S ORDINANCE & PROJECT COMPLETION REQUIREMENTS

Sullivan's Island Building Department  
2056 Middle Street

Phone: (843) 883-5727  
Sullivan's Island South Carolina

FAX: (843) 883-3009  
[Sullivan's Island's Website](#)

I hereby acknowledge, by my acceptance of this Building Permit, that I have received a copy of, and read, the below requirements of the *Sullivan's Island Contractor Ordinance §5-12* and requirements for receiving a *Certificate of Occupancy* and *Certificate of Completion* and fully understand their respective terms and accept the obligations thereunder. I further acknowledge that there may be no occupancy of the home, or use of permitted structure(s), until all these permitted plan requirements are complete. I also understand that any approved plan changes as part of this Building Permit will require full plan review and approval by Town staff.

**Property Address:** [BSA automatically populate address]

**Owner Name:** [BSA automatically populate Contractor]

**Contractor Name:** [BSA automatically populate Contractor]

### **Section 5-12 Requirements for New Construction and Improvements**

*I acknowledge compliance with the following regulations, which is required for any construction and improvement permit and/or Sullivan's Island Business License:*

- A. The contractor or owner acting as the contractor will be solely responsible for the enforcement of these guidelines among all workers and sub-contractors on the jobsite and areas adjoining the jobsite.
- B. CONSTRUCTION HOURS: Construction hours apply to all contractors, sub-contractors, landscapers, suppliers and vendors.
  - Monday through Friday- 8:00 am to 6:00 pm Saturday- 10:00 am to 4:00 pm
  - No work will be allowed on Sundays or the following holidays: January 1<sup>st</sup> (New Year's Day); Memorial Day (last Monday in May); July 4<sup>th</sup> (Independence Day); Labor Day (First Monday in September); Thanksgiving Day (Fourth Thursday in November); December 25<sup>th</sup> (Christmas Day).
  - (Exception) Approval for performing emergency repairs may be granted for working outside of the hours stated above. A home owner or members of their immediate family may perform maintenance or work on their own property at any time provided all other Sullivan's Island ordinances are being adhered.
  - (Exception) Notwithstanding the above, approval for work outside of the construction hours set forth above may be granted by the Chair of the Public Facilities Committee and the Town Administrator for construction by or for the

benefit of Federal, State, County, Town or governmental agencies to promote public safety or the public interest.

- C. Silt fencing must be installed on all property lines for new construction or substantial improvements. **Only one break in the silt fencing will be allowed at the property access point. Access to the property must be limited to one access, maximum 16 feet in width at the site of the proposed driveway.** Adequate protection must be provided for the water meter and sewer cleanouts. Hose bibs must be located a minimum of 10 feet from the water meter. Hose bib must be mounted to a 4"X4" minimum post, 3 feet in height above grade.
- D. Adequate litter receptacles (dumpsters) must be provided and used. Dumpsters must be delivered and picked up during normal construction hours as stated in 5-12B. Timely disposal must be made. Job sites must be policed daily and any loose debris must be placed in a receptacle to prevent debris from blowing onto the jobsite, neighboring properties or public property.
- E. Construction materials, supplies, dumpsters and equipment must be placed on the building site. The SCDOT right-of-way is for parking of vehicles only. Any other use of the right-of-way or road must be approved in advanced by SCDOT and the Town of Sullivan's Island. The approval must be in writing and a copy of the approval must be available for inspection at the construction site. Any damage done to the road or right-of-way's will be the responsibility of the contractor and must be repaired before a Certificate of Occupancy or a Certificate of Completion is issued.
- F. Property owners must be clearly defined at all times during construction. The markers may only be removed after a Certificate of Occupancy is issued. Markers will extend a minimum of 12 inches above grade at all times during construction.
- G. Fires will not be permitted.
- H. Loud and/or offensive language or music is not permitted.
- I. Firearms are not allowed.
- J. Litter/construction material disposal roadside is not permitted. Any construction site must dispose of all construction debris in an approved landfill. Disposal of hazardous materials must be coordinated with SCDEHC. The Town of Sullivan's Island must be notified immediately of the discovery of any hazardous materials.
- K. Parking for all construction personnel must be on the job site. Adjoining properties may not be used for parking and/or access to the job site. Streets where parking is prohibited may not be used for parking of construction personnel or the storage of construction equipment or materials.
- L. The contractor responsible, at the contractor's expense, for the repair/replacement of any property damages, public or private, by construction equipment, personnel, sub-contractors, suppliers or machinery-to include roadways, right-of-way's, water and sewer lines or meters and adjoining properties surrounding the construction site. Construction personnel or equipment must not block any street or impede the flow of traffic on any street at any time.
- M. Portable toilets are required on all new construction or substantial improvement sites. Portable toilets or adequate toilet facilities will be required on site for all construction for which a permit is required. Portable toilets will be located in an inconspicuous location and away from adjoining homes.

- N. Contractor is prohibited from enclosing any water meter, sewer tap cleanout or fire hydrant by erecting a fence, wall or other barrier (including vegetation) that would inhibit personnel from performing their duties. Clear access must be provided to water, sewer and fire personnel at all times.
- O. Paint, cement, chemicals and silt are prohibited from entering any storm water drainage ditch, swale, culvert or inlet. No ditch, swale, culvert, or inlet may be filled, blocked or destroyed without obtaining prior permission from SCDOT and the Town of Sullivan's Island.
- P. Road right-of-way may be planted with grass only. Plants, shrubs, trees, landscape berms, landscape irrigation, etc. are strictly prohibited in the right-of-way.
- Q. Any and all new construction or substantial improvements a sign stating the address of the site, the contractor of record and contact phone number must be erected to be visible from the street. The address must be displayed with 4 inch or larger letters. In addition to the sign board a permit board/box must be available for contractor permits and sub-contractor permits. Permits must be protected from weather and must be readily accessible. Total sign square footage shall not exceed 32 sq. ft. for all signs on the property as stated in section 21-44.
- R. **Trees:** Signs are not allowed to be affixed to any tree in any manner. Trees or limbs over 6 inches in diameter require a permit for removal. Trees over 16 inches in diameter and Palmettos are protected trees and must be treated as such. An adequate barrier must be installed and maintained to protect the canopy and root system. No equipment, materials or vehicles can be inside the barrier at any time. No fill will be allowed inside the barrier until a certified arborist has been consulted and permission for fill is granted by the Zoning Administrator or his agent.

### **CERTIFICATE OF OCCUPANCY REQUIREMENTS**

*I further acknowledge, there may be no occupancy of the home, or use of permitted structure(s), until the following plan requirements are complete. Occupancy of the home is defined as the moving of items into the home, including furnishings, storage of home goods or residing in the structure:*

- 1) **As-Built Survey:** Current survey (within 30 days) showing pertinent information within the boundaries of the lot and showing the street pavement on all sides that apply. Survey must include all property corners, property lines, DEHC/OCRM lines (if applicable), easements, encroachments, drainage pipes, ditches, all structures, HVAC and generator stands, fences, pools, driveways, decks (at grade or elevated), walks, water meter, sewer cleanouts, etc. Lot coverage calculations to include enclosed principal building, other impervious surfaces, pervious hard surfaces and landscape surfaces must be calculated separately by the surveyor and must be on survey in square footage and percent of coverage. *\*\*Survey must also show spot elevations on the property to verify if the amount of fill permitted, the slope of runoff as permitted and the designed drainage plan has been adhered to.*
- 2) **Stormwater Management Plan (SWP):** *Stormwater Certification Form* must be signed and site inspected by the Civil Engineer or Registered Landscape Architect who created the original plan and signed the pre-construction Stormwater Certification form. All

modifications to the permitted SWP must be re-drawn and approved by Town Staff. A current as-built survey must certify completion of all grading, spot elevations and location of all BMS.

- 3) **Elevation Certificate:** Current (finished construction) FEMA Elevation Certificate. Commercial buildings may need a flood proof certification also.
- 4) **Design Professional Certifications:** Must be completed by the design professional that certified the original pre-construction certification. Engineer or Architect must use forms provided by Sullivan's Island. These forms have information needed to verify pertinent information for compliance with other ordinances within the Town Of Sullivan's Island.
- 5) **Structure Demolition and/or Moving:** The Water and Sewer Department must authorize the disconnection of water and sewer utilities.
- 6) **Breakaway wall Certification:** Form included in #3 certifications. If walls have changed from original drawings the Design Professional must resubmit drawing to reflect what has been built.
- 7) **Non-Conversion Agreement:** Form available at Town Hall. Must be signed by owner of structure and recorded at the Charleston County RMC office as an attachment to the property deed.
- 8) **Driveway Encroachment Permit:** Prior to installation of the driveway, an Encroachment Permit must be obtained from SCDOT, (855) 467-2368 or <https://www.scdot.org/business/permits.aspx> . Driveway must be constructed according to Zoning Ordinance requirements. Only grass is permitted to be in right of way. No, irrigation, planting, lighting or other objects are permitted in the right-of-way.
- 9) **Complete list of all subcontractors:** A C.O. will not be issued until all subcontractors working on a property have obtained their business license from the Town of Sullivan's Island. Contractors will be held responsible for checking subcontractors to verify compliance and to verify that subcontractors are licensed or registered with the State Of South Carolina.
- 10) **Tree Mitigation Plan:** Mitigation plan must be completed by way of replanting, or payment to the Sullivan's Island Tree Fund, for all trees removed from the property. Tree Commission required mitigation must be installed according to the hearing. Trees must be installed according to ANSI industry standards. Payment to the Sullivan's Island Tree Fund must be made prior to request of CO/CoC. *\*Tree bonds are not permitted.*
- 11) **Turf grass:** Sod or grass seed (with seed stabilization method) must be installed over all uncovered soil. Landscape beds must be covered by groundcover material in accordance with Charleston County Erosion Control regulations.
- 12) **Deed Restrictions** (*only if applicable*) Historic accessory dwelling units, attached additions, non-conversion agreements, and any other applicable easements and restrictive covenants must be recorded by the Charleston County RMC (must include a stamped verification from).

***The above applicable forms and documents shall be submitted to the Building Department prior to requesting final building or zoning inspections or requests for Certificate of Occupancy or Certificate of Completion.***