



## Town of Sullivan's Island Certificate of Occupancy Requirements

**PROPERTY ADDRESS:** \_\_\_\_\_

**For complete descriptions of each items please review below. No furniture may be moved into the house or final inspection completed until ALL of these items are complete.**

- 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 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 determine if the amount of fill permitted, the slope of runoff as permitted and the designed drainage plan has been adhered to.
- 2) **Elevation Certificate:** Current (finished construction) FEMA Elevation Certificate. Commercial buildings may need a flood proof certification also.
- 3) **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.
- 4) **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.

- 5) **Allowable Use:** Form provided by Town Staff.
- 6) **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.
- 7) **Driveway Encroachment Permit:** Permit must be obtained from SCDOT, (843) 740-1655, prior to installation of the driveway. Only grass is permitted to be in right of way. No, irrigation, planting or lighting.
- 8) **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.
- 9) **Tree mitigation** completed and any fees paid
- 10) **As built landscape/drainage plan** submitted, plan and statement signed by design professional and inspected by staff.

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**Contractor Signature:** \_\_\_\_\_ **Date**

**Staff Comments:** \_\_\_\_\_ **Date Received**

**1) As Built Survey:**

a. *Zoning:* \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

b. *Building:* \_\_\_\_\_

\_\_\_\_\_

c. *Admin:* \_\_\_\_\_

**2) Elevation Certificate:**

a. *Zoning:* \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

b. *Building:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. *Admin:* \_\_\_\_\_

**3) Design Professional Certification:**

a. *Zoning:* \_\_\_\_\_

b. *Building:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. *Admin:* \_\_\_\_\_

**4) Breakaway Wall Certification:**

a. *Zoning:* \_\_\_\_\_

b. *Building:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. *Admin:* \_\_\_\_\_

**5) Allowable Use:**

a. *Zoning:* \_\_\_\_\_

b. *Building:* \_\_\_\_\_

c. *Admin:* \_\_\_\_\_

**6) Non-Conversion Agreement:**

a. *Zoning:* \_\_\_\_\_

b. *Building:* \_\_\_\_\_

c. *Admin:* \_\_\_\_\_

**7) SCDOT Encroachment Permit:**

a. *Zoning:* \_\_\_\_\_

b. *Building:* \_\_\_\_\_

c. *Admin:* \_\_\_\_\_

**8) Subcontractor List:**

- a. Zoning: \_\_\_\_\_  
\_\_\_\_\_
- b. Building: \_\_\_\_\_  
\_\_\_\_\_
- c. Admin: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**9) Tree Mitigation**

- a. Zoning: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- b. Building: \_\_\_\_\_  
\_\_\_\_\_
- c. Admin: \_\_\_\_\_  
\_\_\_\_\_

**10) As Built Landscape and Drainage Plan:**

- a. Zoning: \_\_\_\_\_  
\_\_\_\_\_
- b. Building: \_\_\_\_\_  
\_\_\_\_\_
- c. Admin: \_\_\_\_\_  
\_\_\_\_\_

**Reviews Completed:**

- a. Zoning: \_\_\_\_\_ *Date*
- b. Building: \_\_\_\_\_ *Date*
- c. Admin: \_\_\_\_\_ *Date*