

Town of Sullivan's Island

Certificate of Occupancy Requirements

- 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, DHEC/OCRM lines (if applicable), easements, encroachments, drainage pipes, ditches, all structures, HVAC and generator stands, fences, pools, driveways, decks (at grade or elevated), walks, etc. Have surveyor mark property corners and critical lines if applicable. 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.
- 2) **Elevation Certificate:** Current (As-Built) FEMA Elevation Certificate.
- 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) **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.
- 6) **Driveway Encroachment Permit:** Permit must be obtained from SCDOT, (843) 740-1655, prior to installation of the driveway. Other than driveway only grass is permitted to be in right of way. No irrigation, planting or lighting.

- 7) **Complete list of all subcontractors:** A CO 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.
 - 8) **Sewer final** from Water and Sewer department
 - 9) **Grass in yard** or soil stabilization and approved by Charleston County, or silt fencing installed properly.
 - 10) **If pool** in yard, fence must be installed per code. Alarm on all doors leading to pool.
 - 11) **House number installed**
 - 12) **All required inspections** completed and all tree replacement issues completed. Inspection will not be performed prior to items 1 thru 11 being completed.
 - 13) **Approval of the Building Official**
 - 14) **Approval of the Zoning Administrator**
- NOTE: ALL FORMS MUST BE ORIGINALS. COPIES OR FAXES WILL NOT BE ACCEPTED.**

(revised May 10, 2018)