

Town of McClellanville Permitting Process

The following checklist should be considered a general guideline, as there may be further requirements for individual lots

Land Clearing and Tree Removal

You must complete a ***Land Disturbance and Tree Removal Application*** and submit it along with the appropriate fee. The application must be signed by one of the property owners. Applicants should anticipate that it will take **a minimum** of three working days, as specified in Section 6.5(d), to receive a decision on the application. Your application must be accompanied by the following to initiate the review process:

1. You must ascertain whether or not your property is governed by a home or property owner's association or within a planned development district. If it is, the property may also have restrictions beyond that of the Town's. By checking the box on the application, you are acknowledging that you are aware of potential covenants or restrictions beyond the Town's.
2. You have received and read a copy of ***Article VII: Tree Conservation from the Town of McClellanville Zoning and Land Development Ordinance***. A copy is available at Town Hall or from the Town's website <http://www.townofmcclellanville-sc.net/zord/contentss.htm> .
3. You must submit ***a site plan identifying the location and species of any Significant or Grand Trees*** and any areas to be cleared. Proposed locations for houses, accessory buildings, septic fields, drive ways and walk, patios and pools must be noted to indicate the relationship of these to areas to be cleared.
4. When requesting approval to remove a significant tree for reasons other than proposed construction activity, indicate and provide documentation how one of the justifications for removal in Section 6.5(d) apply.
5. Upon receipt of your permit, you must display the ***yellow permit card***, where it can be clearly seen from a public road.

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Residential Zoning Permit for Construction

You must complete a **Zoning Permit Application** and submit it along with the appropriate fee. The application must be signed by at least one of the property owners. This application must be accepted and approved prior to applying for building permits. Your application must be accompanied by the following:

If your property is in the Historic District, Highway Commercial District or in a Planned Development, you must have a copy of your **Certificate of Appropriateness** from the Architectural Review Board.

You must ascertain whether or not your property is governed by a **home or property owner's association** or within a **planned development district**. If it is, the property may also have restrictions beyond that of the Town's. By checking the box on the application, you are acknowledging that you are aware of potential covenants or restrictions beyond the Town's.

An **Elevation Certificate** for your property and proposed improvements.

A **Permit to Construct Onsite Wastewater System** from the Department of Health and Environmental Control (DHEC). Certificate of final approval for an individual sewage treatment and disposal system.

Well Water Record submission to Department of Health Environmental Control (DHEC) Bureau of Water

Drainage and erosion control plan during construction.

A **Site Plan** showing the main structure, any out buildings, septic fields, drive ways and walk, patios and pools. The site plan must identify all **proposed** setbacks (not the required setbacks). The site plan should also indicate the total square footage of **impervious surfaces** for the property. The impervious area is that portion of a lot which will be covered with structures, paving materials or any material which reduces or inhibits the absorption of water.

A set of construction drawings sealed by a design professional registered in the state of South Carolina proficient in structural analysis. If at all possible this set of construction drawings should be received as an **electronic version** and they may be emailed to the Town. These plans will be held by the Town as record documents.

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Submitting an application for a Building Permit with Charleston County

Before submitting an application for a Building Permit with Charleston County, please review and complete the attached Plan Submission Cover Sheet attached to this document. If you have questions or are unsure of what is required, please call McClellanville Town Hall for questions relate to zoning questions or Charleston County Building Inspection Services for questions related to Building Permits.

The phone number for McClellanville Town Hall is (843) 887-3712.

The phone number for Charleston County is (843) 202-6930.

Please remember that any contractor, sub-contractor, lawn care or any person engaged in preparing the land prior to any construction must have a **McClellanville Business License**. Usually this is issued by the job and can be obtained at the McClellanville Town Hall or at Charleston County Department of Revenue Collections, at 4045 Bridge View Drive, North Charleston.

The phone number for Revenue Collections is (843) 202-6080.

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Plan Submission Cover Sheet

Submitted By: _____

Nature of Project: _____

Address: Street: _____
Street: _____
City: _____ State/Zip: _____

Office Phone: _____ Cell: _____

Property Address: _____ PID #: _____

Flood Zone: _____

Zoning Permit Required: _____

Plan Submittal Checklist

- | | | |
|----|--|--------------------------|
| 1 | Two (2) sets of construction drawings (architectural and structural) | <input type="checkbox"/> |
| 2 | IECC form completed | <input type="checkbox"/> |
| 3 | Wind-borne debris documentation (plywood needs mounting method) | <input type="checkbox"/> |
| 4 | ResCheck | <input type="checkbox"/> |
| 5 | Wind Design Method (IBC, ICC 600, ASCE, etc.) | <input type="checkbox"/> |
| 6 | Wind exposure B or C | <input type="checkbox"/> |
| 7 | Air and Thermal Barrier drawings | <input type="checkbox"/> |
| 8 | Window and Door sizes (schedule) | <input type="checkbox"/> |
| 9 | Location of BFE (base flood elevation) on plans | <input type="checkbox"/> |
| 10 | Copy of Zoning Permit if applicable | <input type="checkbox"/> |

Received by (initial): _____