



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.

New Residential, Additions/Remodels
1. Building Permit Master Application
2. Development Status Form
3. License Requirement
4. Refuse Disposal Plan
5. Window/Door Rating
6. Mechanical Certifications (if electrical, mechanical, and plumbing work is involved. Must be turned in before the subcontractors begin on site).
7. Owner Contractor Disclosure Statement (only for residential and if owner is doing the work themselves).
8. Three (3) sets of plans signed and sealed by a South Carolina Design Professional.
9. Three (3) sets of the Site Plan or Survey.
10. Manual J and Manual S for residential or ASHREA for commercial (if conditioned space).
11. Rescheck for residential or Comcheck for commercial (if conditioned space).
Manufactured Home
1. Application for Manufactured Housing Permit
2. Wind Zone 2 documentation Required
3. Three (3) sets of surveys showing the location of the home and existing conditions 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 fill out).
7. Septic Letter or Permit from DHEC (if applicable) or BJWSA Letter (if applicable).
8. Three (3) sets of drawings for the foundation (if applicable & from a South Carolina Professional).
9. Three (3) sets of drawings for stairs and landings.
10. Manufacturer installation instructions.
11. Manufactured homes prior to 1996 will need approval of Building Official approval.
Minor Electrical, Mechanical, Plumbing & Gas
1. Building Permit Master Application
2. Refuse Disposal Form
3. Three (3) sets of plans signed and sealed by a South Carolina Professional (depends on scope of work).
4. ASHREA (if adding conditioned space or changing HVAC system).
Irrigation, Swimming Pool, Spa & Water Feature
1. Building Permit Master Application
2. License Requirement
3. Refuse Disposal Form
4. Electrical Mechanical Certificate
5. Three (3) sets of the survey or site plan (only for swimming pool, spa, and water feature).
6. Three (3) sets of plans (only for swimming pool, spa and water feature).
Additional Documentation Requirements for Inspections
1. Foundation survey & compaction slip are required for new structures & additions prior to pouring the foundation.
2. Flood elevation certificate (under construction) prior to foundation inspection. Final Flood Elevation Certificate prior to CO inspection (if construction is located in Flood Zone).
3. Mechanical Certifications (if electrical, mechanical, or plumbing work is involved.) Due prior to subcontractors beginning work at site.



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| 4. Signed & sealed truss drawings, floor TJI's-detail layout, & termite certificate – prior to rough in's & frame inspection. |
| 5. Insulation certificate – prior to insulation inspection. |
| 6. Sealing certificate – prior to permanent service inspection. |
| 7. Sewer tap approval inspection or letter from BJWSA, duct sealing certificate, and residential energy code certificate - prior to building final inspection. |