



Residential Building Permit Requirements

All residential construction projects within the City of Charleston must begin by completing and submitting a **Building Permit Application**, along with all required documentation (listed below). Once the application has been reviewed and approved, and payment has been received, the permit will be issued. **Construction may not begin until the permit has been issued.**

1. Completed building permit application
2. 1 (one) complete set of plans to include:
 - a. Site plan drawn to scale
 - Legal description
 - Property lines
 - Name and location of streets
 - Property address
 - All existing and proposed structures on property
 - Location of driveway
 - Easements, setback, and rights-of-way
 - Location of public utilities, existing and/or proposed service connections
 - b. Floor plan
 - All floors, including basements
 - All rooms with their use
 - Dimensions and location of structural elements and openings
 - Dimensions and locations of doors and windows
 - Provide door, window, and finish schedule
 - c. Exterior Elevations
 - All views of the structure
 - Vertical dimensions and heights of structure
 - Location of all openings (door, window, etc.)
 - Identify materials to be utilized
 - d. Electrical
 - Provide location of electrical panel and electrical meter base
 - Electrical fixtures location (interior and exterior)
 - Receptacle and Switch outlet location
 - e. Plumbing
 - Provide plumbing fixture location
 - Point of connection (water, gas, sewer, septic)
 - f. Mechanical
 - Provide mechanical system diagram
 - Include all HVAC equipment (location, size, mounting detail, etc.)