



TOWN OF PORT ROYAL
BUILDING CODES DEPARTMENT
Building Permit Submittal Requirements

700 Paris Ave.

PO Drawer 9

Port Royal, SC 29935

Application for Permit - P O Drawer 9, Port Royal South Carolina

Permit Number _____	Permit Fee _____	Date Issued _____
Owner: _____ Address: _____ Phone _____ E-mail _____	Contractor: _____ Address _____ Phone _____ State License # _____ Business License Number _____	Electrician: _____ Address _____ Phone _____ State License # _____ Business License Number _____
Plumber: _____ Address _____ Phone _____ State License # _____ Business License Number _____	Mechanical: _____ Address _____ Phone _____ State License # _____ Business License Number _____	Architect: _____ Address _____ Phone _____ State License # _____ Business License Number _____

Site Location _____ D/M/P _____ 911 Address _____

Flood Zone _____ Lot # _____

Check All That Apply

PERMIT TYPE <input type="checkbox"/> Building <input type="checkbox"/> Demolition <input type="checkbox"/> Moving <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical (HVAC)	PURPOSE <input type="checkbox"/> Build Multi Unit Housing <input type="checkbox"/> Expand Commercial Building <input type="checkbox"/> Expand Multi Fam Res. <input type="checkbox"/> Expand Out Building <input type="checkbox"/> Expand Single Family <input type="checkbox"/> Expand Transient Accom. <input type="checkbox"/> Fence	<input type="checkbox"/> New Commercial Build <input type="checkbox"/> New Multi Fam Res. <input type="checkbox"/> New Mobile Home <input type="checkbox"/> New Out Building <input type="checkbox"/> New Single Fam Res. <input type="checkbox"/> New Transient Accom. <input type="checkbox"/> Repair/Remodel Comm.	<input type="checkbox"/> Repair/Remodel Multi Fam <input type="checkbox"/> Repair/Remodel Outbuilding <input type="checkbox"/> Repair/Remodel Single Fam. <input type="checkbox"/> Repair/Remodel Transient <input type="checkbox"/> Place Used Mobile Home <input type="checkbox"/> Other
TYPE OF FRAME <input type="checkbox"/> Wood <input type="checkbox"/> Structural Steel <input type="checkbox"/> Masonry <input type="checkbox"/> Other _____	DIMENSIONS Number of Stories _____ Number of Bathrooms _____ Number of Bedrooms _____ Total Square Feet _____	HVAC <input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Other _____ <input type="checkbox"/> Central AC <input type="checkbox"/> Elevator	OWNERSHIP <input type="checkbox"/> Private <input type="checkbox"/> Public
Lot Square Footage _____ Impervious Surface _____ Pervious Surface _____	WALLS <input type="checkbox"/> Drywall <input type="checkbox"/> Paneling <input type="checkbox"/> Other _____	FLOORS <input type="checkbox"/> Carpet <input type="checkbox"/> Vinyl <input type="checkbox"/> Tile <input type="checkbox"/> Other _____	WASTE DISPOSAL SYSTEM <input type="checkbox"/> Sewer <input type="checkbox"/> Septic Tank
			PROJECT DESCRIPTION

Cost Data

Building \$ _____ Electrical \$ _____ Total Cost of Construction \$ _____
 Plumbing \$ _____ HVAC \$ _____

It is understood and agreed by the undersigned owner or agent and contractor (if applicable) that the approval of this application does not constitute a privilege to violate the building code, zoning ordinance, or other ordinances of the Town of Port Royal, and that any omission of or misrepresentation of fact with or without intention of the undersigned, or any alteration or change from this application without the approval of the building official shall constitute sufficient grounds for the revocation of any permit issued which was based on the approval of this application. The owner as listed above will be held legally liable for any violations which may occur with or without his knowledge. The owner shall be allowed to request a Certificate of Occupancy when all inspections have been approved.

Pursuant to Section 6-29-1145 of the South Carolina Code of Laws, is this tract or parcel restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity described in this application: ____ Yes ____ No

[] RES CHECK
 Owner and/or Agent _____
 Contractor _____
 Date _____



Council

Samuel E. Murray
Mayor

Mary Beth Heyward
Mayor Pro Tempore

Vernon DeLoach
Tom Klein
Joe Lee

Van Willis
Town Manager

T. Alan Beach
Chief of Police

Jeffrey S. Coppinger
Daniel G. Lemieux
Operations

Linda Bridges
Planning

ORDINANCE 2015-20

AN ORDINANCE AMENDING ORDINANCES 2015-9 PERTAINING TO FEE SCHEDULES FOR BUILDING PERMITS AND OTHER VARIOUS FEES AS NECESSARY FOR EASE IN OPERATION AND SERVICES OF THE TOWN OF PORT ROYAL.

WHEREAS, it is necessary from time to time to modify the fee schedule due to changes and improvements in building codes, changes in our economy and other circumstances; and

WHEREAS, it is advantageous to adopt permit fees and other fees that correspond to those changes, improvements and circumstances.

NOW, THEREFORE BE IT ORDAINED, by the Council of the Town of Port Royal, South Carolina, duly assembled and with authority of the same, that a new fee schedule be adopted as follows:

TOWN OF PORT ROYAL FEE SCHEDULE

1. OTHER FEES SUPERSEDED:

The following schedules and regulations regarding fees in the Town of Port Royal are hereby adopted and supersede all regulations and schedules and previous schedules set by Council.

2. FEES MANDATORY:

No permit shall be issued until the fees prescribed in this section shall have been paid. Nor shall an amendment to a permit be approved until the additional fee, if any, due to an increase in the estimated cost of the building or structure, shall have been paid.

3. FAILURE TO OBTAIN PERMIT:

Where work for which a permit is required by this code is started or proceeded prior to obtaining said permit, the fee herein specified shall be doubled, but the payment of such double fee shall not relieve any persons from fully complying with the requirements of this code in the execution of the work nor from any other penalties prescribed herein.

4. RECORD OF FEES COLLECTED:

The Building Code Department shall keep a permanent and accurate accounting of all permit fees and other monies collected, the names of all persons upon whose account the same was paid, the full date and amount thereof.

5. BUILDING PERMIT FEES: Any individual or entity performing work that requires a building permit under the International Building Code, Section 109, shall be required to pay permitting fees at the time of application, in accordance with the following schedule:

Payment of all permit fees is required in advance.

A. Building Permits Fee Schedule:

Application Filing Fee	\$30.00 (Non-refundable) All Permits
\$1000 or less	\$30
\$1,001.00 to \$50,000	\$ 40 for the first \$1000, plus \$6 for each additional thousand or fraction thereof, to and including \$50,000.
\$50,001 to \$100,000	\$300 for the first \$50,000, plus \$5 for each additional thousand or fraction thereof, to and including \$100,000.
\$100,001 to \$500,000	\$500 for the first \$100,000, plus \$4 for each additional thousand or fraction thereof, to and including \$500,000.
\$500,001 and up	\$1700 for the first \$500,000, plus \$3 for each additional thousand or fraction thereof.
Demolition Single family Multi-family Commercial	\$150 \$250 \$250 in addition to the Application Filing Fee
Plan Checking Fee – Commercial and Multi-Family One and Two Family	Shall be equal to 60% of the permit fee Shall be equal to 10% of the permit fee
Re-inspection fee	\$50
Safety inspections	\$30
Well Permits Single Family Multi-family Commercial	\$50 per lot \$75 per lot \$75 per lot

New mobile home permits will be assessed at the value of the mobile home plus installation.
Used mobile home permits \$ 100.00, in addition to the \$30.00 application filing fee.

6. MOVING A BUILDING/STRUCTURE(S):

For the moving of any building or structure the fee shall be \$70.00. To reestablish the structure on a new site, the permit fee shall be based on the total value of reconstruction and in accordance

with the Building Permits Fee Schedule. If required, or needed, a police escort will be used in the transport of the building at an additional charge.

7. BUILDING PERMIT VALUATION:

If, in the opinion of the Building Official, the valuation of a building alteration, or structure appears to be underestimated, the Building Official shall then determine the value of the building plus applicable permit fee(s) from the most recent edition of the International Building Code or supplement thereof.

8. RE-INSPECTIONS:

If the building official or his duly authorized representative shall, upon his inspection after the completion of the work or apparatus, finds the same does not conform to and comply with the provisions of this code, he shall notify the contractor, indicating the corrections to be made, and then shall again inspect the work or apparatus without further charge, but when extra inspections are due to any of the following reasons, a charge of \$ 50.00 shall be made for each re-inspection:

- A. Wrong address
- B. Repairs or corrections not made when inspections are called
- C. Work not ready for inspection when the inspector is called

All re-inspection fees shall be paid prior to scheduling re-inspection.

9. PROCEDURE FOR PERMIT REFUND:

- A. Permit holder must return all applicable permit forms and receipts. Photo static copies will not be accepted.
- B. Permit refund will be for the total amount paid less the plans checking fee and the \$30 administration fee.
- C. No refund will be given for permits where construction has not started within six (6) months of issuance, providing the Building Official has not issued or granted any exceptions of time.
- D. No refund will be given for permit fee less than \$50.00.

OTHER DEVELOPMENT AND REVIEW FEES:

Written Zoning Interpretation / Confirmation \$30.00 per hour, capped at \$60.00

Site Development Plans Review

Residential under 4 lot/units	\$500.00
Residential more than 4 lots/units	\$250.00 plus \$50.00 per unit, capped at \$4000
Commercial 10,000 square feet or less	\$1500.00
Commercial 10,000 square feet or more	\$250 plus 10¢ Square Foot, capped at \$5000

Only 2 reviews are included and each additional review must pay an additional \$250.00 before reviews are processed

Zoning Map or Text Amendment	\$250.00
Planned Unit Development Master Plan Review	\$500.00 plus \$5.00 / acre
Design Review Board Application Fee	\$100 per proposal
Historic Preservation Commission Application Fee	\$100 per proposal

11. TREE PERMITS:

The owner/contractor shall submit appropriate application plus the appropriate fee.

Existing:

Single Family Residential:	\$20.00
Commercial:	\$100.00
Any tree 36" DBH or greater	\$100 per tree or site plus tree permit fee
Site development removal of trees,	see Section 20-30

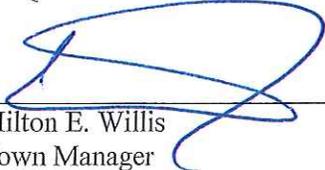
12. SIGN PERMITS:

For issuing each sign permit upon receiving appropriate application, the fee shall be as follows:

Sign permit	\$50.00
Temporary sign permit, Private Property, per sign	\$25.00
Temporary sign permit, Public Property	\$25.00
Non Profit Organizations	No Fee

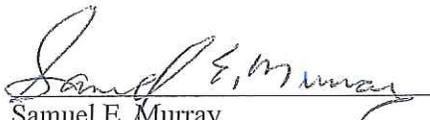
This ordinance shall become effective immediately upon adoption by Council.

REQUESTED:



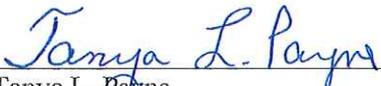
 Milton E. Willis
 Town Manager

APPROVED:



 Samuel E. Murray
 Mayor

ATTEST:



 Tanya L. Payne
 Municipal Clerk

Introduced: July 8, 2015

Final Reading: August 12, 2015

Submittal Requirements For a Building Permit

Please Supply:

Commercial and Multifamily: 4 Copies Building
Plans

Residential: 3 Copies of Building
Plans

One set of plans will be returned to the developer with the Building Official's notation. **This set will be kept on the construction site.**

Building Plan Includes: Site Plan (to scale) with infrastructure, Tree Topo (size and species), Landscaping Plan, Parking and Driveway Layouts, and Signage Details.

Building permit expires if the described work has not begun within 6 months of the date of issuance.

All contractors must obtain a South Carolina Contractor's license and a Town of Port Royal Business License.

Building Codes

The Town of Port Royal has adopted:

International Building Code, 2012 edition

International Plumbing Code, 2012 edition

International Mechanical Code, 2012 edition

International Fire Code, 2012 edition

International Energy Efficiency Code, 2009 edition

International Fuel Gas Code, 2012 edition

International Residential Code, 2012 edition

National Electrical Code, 2011 edition

ICC A117.1 – 2009 Accessible and Usable Building and Facilities

International Property Maintenance Code, 2012 edition

International Existing Building Code, 2012 edition

All Inspection Requests Are Made To

843 986-2236

Requests are to include:

- Permit Number
- Address
- Type of Inspection Requested
- Date Inspection Needed
- A \$50 re-inspection fee may be levied. Fee must be paid prior to re-inspection request

**SUBCONTRACTORS LIST
TOWN OF PORT ROYAL
P.O. DRAWER 9
PORT ROYAL, SC 29935
843 986-2207/ FAX: 843 986-2210**

Prime Contractor: _____
Owner Name: _____

Job Address: _____
Permit Number: _____

I UNDERSTAND AS PRIME CONTRACTOR, I AM TO ENSURE ALL SUBCONTRACTORS HAVE A CURRENT TOWN OF PORT ROYAL BUSINESS LICENSE AND ARE REGISTERED WITH THE STATE (WHERE APPLICABLE). I UNDERSTAND AS PRIME CONTRACTOR, I AM RESPONSIBLE THAT ALL BUSINESS LICENSE FEES ARE PAID BY THE SUBCONTRACTORS.

SIGNATURE OF CONTRACTOR

PHONE NUMBER

DATE

Type of Subcontractor	Business Name & Address	Phone Number	Amount of Job	Type of State Lic. & Number	TOWN USE ONLY	
					Bus. Lic. Number	Expires
Awning Installer						
Block/ Brick Masonry						
Burglar Alarm Installer						
Cabinet Installer						
Carpet/Vinyl Installer						
Ceiling Installer						
Ceramic Tile Installer						
Chimney Installer						
Cleaning Services						
Concrete Finisher						

DO NOT WRITE

Type of Subcontractor	Business Name & Address	Phone Number	Amount of Job	Type of State Lic. & Number	TOWN USE ONLY	
					Bus. Lic. Number	Expires
Doors						
Draper Service						
Electrical						
Elevator Installer						
Exterminator/ Pretreat						
Engineer						
Fencing						
Fire Alarm Installer						
Fireplace Installer						
Fire Sprinkler Installer						
Flooring						
Framing						
Gas Installer						

DO NOT WRITE

Type of Subcontractor	Business Name & Address	Phone Number	Amount of Job	Type of State Lic. & Number	TOWN USE ONLY	
					Bus. Lic. Number	Expires
Hood System Installer						
Insulation						
Irrigation						
Iron/ Steel Installer						
Kitchen/ Bath						
Land/ Lot Clearing						
Land filling						
Landscaping						
Painting						
Paving						
Plumbing						
Portable Toilets						
Radio/ TV Installer						
Roofing						

DO NOT WRITE

Type of Subcontractor	Business Name & Address	Phone Number	Amount of Job	Type of State Lic. & Number	TOWN USE ONLY	
					Bus. Lic. Number	Expires
Sign Installer						
Siding Installer						
Stucco						
Swimming Pool						
Tin & Metal						
Tree Surgeon						
Trim Carpenter						
Trim (Exterior)						
Trusses Installer						
Wallpaper Hanger						
Waste Bin Rental						
Well Drilling						
Windows						
Other						

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