



COOL. COASTAL. FAR FROM ORDINARY.

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

Owner and/or Agent _____
 Contractor _____
 Date _____

[] RES CHECK



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 | \$150 |
| Multi-family | \$250 |
| Commercial | \$250 |
| | in addition to the Application Filing Fee |
| Plan Checking Fee – Commercial and Multi-Family | Shall be equal to 60% of the permit fee |
| One and Two Family | Shall be equal to 10% of the permit fee |
| | |
| | |
| Re-inspection fee | |
| | \$50 |
| | |
| Safety inspections | \$30 |
| Well Permits | |
| Single Family | \$50 per lot |
| Multi-family | \$75 per lot |
| Commercial | \$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:

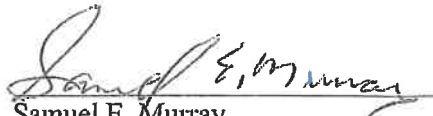
| | |
|---------------------------------------------------|---------|
| Sign permit | \$50.00 |
| Temporary sign permit, Private Property, per sign | \$25.00 |
| Temporary sign permit, Public Property | \$25.00 |
| Non Profit Organizations | No Fee |

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, 2021 edition with South Carolina Modifications
- International Plumbing Code, 2021 edition with South Carolina Modifications
- International Mechanical Code, 2021 edition with South Carolina Modifications
- International Fire Code, 2021 edition with South Carolina Modifications
- International Energy Efficiency Code, 2009 edition with South Carolina Modifications
- International Fuel Gas Code, 2021 edition with South Carolina Modifications
- International Residential Code, 2021 edition with South Carolina Modifications
- National Electrical Code, 2020 edition with South Carolina Modifications
- ICC A11.71 – 2017 Accessible and Usable Building and Facilities
- International Property Maintenance Code, 2021 edition.
- International Existing Building Code, 2021 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



BUILDING CODES
INSPECTION REPORT
INSPECTION DEPARTMENT: 986-2245
INSPECTION REQUEST LINE: 986-2236

Permit # _____
Date _____

Owner's Name _____ Date Needed _____

General Contractor _____ Sub-Contractor _____

Location _____

| <u>BUILDING</u> | <u>ELECTRICAL</u> | <u>PLUMBING</u> | <u>MECHANICAL</u> | <u>POOL</u> |
|---------------------------------|-------------------|----------------------------|-----------------------|------------------|
| Core _____ | Rough-in _____ | Rough-in _____ | Rough-in _____ | Shell _____ |
| Footings _____ | P.S. _____ | Stackout _____ | Final _____ | Deck _____ |
| Slab _____ | T.S. _____ | Sprinkler _____ (PSI) | | Electrical _____ |
| Framing _____ | M.H. _____ | Riser _____ | | Final _____ |
| Nailing and Strapping _____ | | Sprinkler Flow _____ | | Fence _____ |
| Int / Ext _____ | | Time _____ | | Gate _____ |
| Fire Wall _____ | | Alarm _____ | | Bonding _____ |
| Windows _____ | | | | |
| Insulation _____ | | <u>STORM PANELS</u> | <u>MISCELLANEOUS</u> | <u>GAS</u> |
| Final _____ | | With Attachments _____ | Safety _____ | Rough-in _____ |
| C.O. _____ | | House Numbers Posted _____ | Stop Work Order _____ | Final _____ |
| Elevation Certificate _____ | | Permit Box _____ | Sign _____ | |
| Floor Elev. Certification _____ | | | Other _____ | |
| Compaction Certification _____ | | Contact Number _____ | Elevator _____ | |
| | | Flood zone _____ | Hood System _____ | |

Approved

Disapproved

**\$50.00 RE-INSPECTION FEE REQUIRED ON ALL REINSPECTIONS
FEE MUST BE PAID PRIOR TO NEXT INSPECTION.**

Inspector

**SUBCONTRACTORS LIST
TOWN OF PORT ROYAL
P.O. DRAWER 9
PORT ROYAL, SC 29935
843 986-2215/ FAX: 843 986-2210**

Prime Contractor: _____

Job Address: _____

Owner Name: _____

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 | | | | | | |
| Burgular Alarm Installer | | | | | | |
| Cabinet Installer | | | | | | |
| Carpet/Vinyl Installer | | | | | | |
| Ceiling Installer | | | | | | |
| Ceramic Tile Installer | | | | | | |
| Chimney Installer | | | | | | |
| Cleaning Services | | | | | | |
| Concrete Finisher | | | | | | |
| Decorator (Interior) | | | | | | |
| Drywall | | | | | | |
| Doors | | | | | | |
| Draper Service | | | | | | |
| Electrical | | | | | | |

| Type of Subcontractor | Business Name & Address | Phone Number | Amount of Job | Type of State Lic. & Number | TOWN USE ONLY | |
|--------------------------|-------------------------|--------------|---------------|-----------------------------|------------------|---------|
| | | | | | Bus. Lic. Number | Expires |
| Elevator Installer | | | | | | |
| Exterminator/ Pretreat | | | | | | |
| Engineer | | | | | | |
| Fencing | | | | | | |
| Fire Alarm Installer | | | | | | |
| Fireplace Installer | | | | | | |
| Fire Sprinkler Installer | | | | | | |
| Flooring | | | | | | |
| Framing | | | | | | |
| Gas Installer | | | | | | |
| Glass Installer | | | | | | |
| Grease Trap Installer | | | | | | |
| Heating/ Air Condition | | | | | | |
| Hood System Installer | | | | | | |
| Insulation | | | | | | |
| Irrigation | | | | | | |
| Iron/ Steel Installer | | | | | | |
| Kitchen/ Bath | | | | | | |
| Land/ Lot Clearing | | | | | | |
| Landfilling | | | | | | |

| Type of Subcontractor | Business Name & Address | Phone Number | Amount of Job | Type of State Lic. & Number | TOWN USE ONLY | |
|-----------------------|-------------------------|--------------|---------------|-----------------------------|------------------|---------|
| | | | | | Bus. Lic. Number | Expires |
| Landscaping | | | | | | |
| Painting | | | | | | |
| Paving | | | | | | |
| Plumbing | | | | | | |
| Portable Toilets | | | | | | |
| Radio/ TV Installer | | | | | | |
| Roofing | | | | | | |
| Screening Installer | | | | | | |
| Septic Tank Installer | | | | | | |
| Sign Installer | | | | | | |
| Siding Installer | | | | | | |
| Stucco | | | | | | |
| Swimming Pool | | | | | | |
| Tin & Metal | | | | | | |
| Tree Surgeon | | | | | | |
| Trim Carpenter | | | | | | |
| Trim (Exterior) | | | | | | |
| Trusses Installer | | | | | | |
| Wallpaper Hanger | | | | | | |
| Waste Bin Rental | | | | | | |

| Type of Subcontractor | Business Name & Address | Phone Number | Amount of Job | Type of State Lic. & Number | TOWN USE ONLY | |
|-----------------------|-------------------------|--------------|---------------|-----------------------------|------------------|---------|
| | | | | | Bus. Lic. Number | Expires |
| Well Drilling | | | | | | |
| Windows | | | | | | |
| Other | | | | | | |
| | | | | | | |