



**CITY OF WALTERBORO
BUILDING PERMIT CHECKLIST
843-782-1000, ext "0"**

In order to assist you with the completion of the attached application for a building permit the following checklist shall be used to insure that all information that the City requires prior to acceptance has been attached. Failure to complete this section could result in the City not accepting the application.

General Requirements:

- _____ 1. **Three (3) sets of plans**, including plot plan, must be submitted with this application.
- _____ 2. In some cases an **Architectures Seal** may be required, call to find out.
- _____ 3. In some cases a **Site Plan** must be submitted, call to find out.
- _____ 4. In some cases a **Tree Survey** may be required, call to find out.
- _____ 5. All surplus building materials and debris must be removed by applicant. This material will not be picked up by the City.
- _____ 6. A Certificate of Occupancy must be obtained **before** occupying a **new** building.
- _____ 7. It is **mandatory** that you call for all inspections, 843-782-1000, x"0".
- _____ 8. A twenty four (24) hour notice is required for inspection appointments.
- _____ 9. A **City Business License** is required of **ALL** Contractors.
- _____ 10. Provide a copy of the Contractors State License or their **State License Number**.
- _____ 11. Include total estimated value of job on the application; this includes cost of materials & labor (at the fair market value).
- _____ 12. A copy of your contract may be required.

SAMPLE INSPECTION LIST

Footing	Post hole or footing for porch, deck, fence
Waterproofing & drain tile	Framing for deck
Basement insulation	Ratwall for garage
Rough trades (electrical, mechanical, plumbing)	Basement floor fill (before pouring)
Rough building	Driveway or walks (before pouring)
Roof underlayment (open roof before shingles)	Final grade on lot (part of final inspection)
Exterior insulation (if part of energy envelope)	
Interior insulation	
Final trades (electrical, mechanical, plumbing)	
Final building	

WITHOUT THE ABOVE INSPECTIONS BEING APPROVED, FINAL APPROVAL WILL NOT BE GRANTED.

SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, MECHANICAL, & PLUMBING WORK.

Signature of Applicant

Print Name of Applicant

Applicant Date Read

Received by City Staff