

Town of Edisto Beach



Building Department

Building@townofedistobeach.com

843-869-2505

Updated 2.2024

2414 Murray Street

Edisto Beach, SC 29438

Notice: A Site Development form is required before a lot may be cleared, grubbed, or any fill added at any stage or pre-stage of construction. Additional documentation may be required and will be noted on the Site Development form before a permit may be issued.

Checklist for a Building Permit Application - All Residential Structures

- _____ Two (2) sets of engineered and/or architectural drawing with required state seal, as required by SC code section 40-3-230 pertaining to architects and/or section 40-22-270(8) pertaining to engineers (including electrical, mechanical, and plumbing in addition to window and door schedule) minimum paper size: 24"x36"
- _____ Two (2) hard copy site plans, with required state seal. Minimum paper size: 24"x36". A tree survey may be included on this site plan.
- _____ SCDOT Encroachment Permit or a Town of Edisto Beach Encroachment Permit, if applicable
- _____ Tree survey with foot-print of the proposed building.
- _____ SCDHEC Permit to Construction septic system, entire packet as issued by DHEC. Or a paid sewer tap receipt issued from the Utilities Department.
- _____ Water service tap receipt
- _____ Scope of Work form
- _____ Non-Conversion Agreement, which must be recorded with the Register of Deeds, Colleton County.
- _____ Property Owner Letter of Authorization or a signed contract between the Builder and Property Owner (s) or if applicable, and Owner/Builder Affidavit, which must be recorded with the Register of Deeds, Colleton County.
- _____ Completed subcontractor list
- _____ Pre-Construction Elevation Certificate; **NOTE:** an Under Construction EC will be required before Rough-in inspections may be requested. ECs must be signed and sealed by a SC registered surveyor.
- _____ Completed Manual J form including Manual D with duct layout
- _____ Completed energy for, RES check

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**Partial or Whole Structures located Seaward of the LiMWA must also include:
See line B13 of the Elevation Certificate**

_____ Pre-Construction V-Zone Design Certificate

_____ Pre-Construction V-Zone Breakaway Wall Certificate

**Partial or Whole Structures located in a “V” zone must also include:
See line B8 of the Elevation Certificate**

_____ Pre-Construction V-Zone Design Certificate

_____ Pre-Construction Breakaway Wall Certificate

_____ Beachfront ORCM Permit, for questions see link below

<https://scdhec.gov/environment/your-water-coast/ocean-coastal-resource-management/beachfront-permitting>

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www.townofedistobeach.com



Building Department Site Development Application

For all lots located within the jurisdiction of the Town of Edisto Beach.
All fields are required to be completed on this form, and all documents are required before a site visit may be scheduled.
A site visit by the Building Official or their designee is **mandatory**.

Date Applied: _____ Applicant Name: _____ Phone: _____

Property Owner Information

Name: _____ Telephone: _____
Mailing Address: _____
Email: _____

Project Information

Project Location: _____ BFE (or flood zone): _____
Parcel/TMS Number: _____
Total Square Footage or Acreage to be developed: _____
Wastewater disposal: ☐ Town Sewer or ☐ Private wastewater system, must be drawn on site plan.
Proposed Site Work:

- ☐ Fill to be added: ☐ No ☐ Yes, how much: _____ Location of fill to be depicted on self-supplied survey.
- ☐ Erosion or sediment control plan: _____ as depicted on survey.
- ☐ Trees requested to be removed must be marked on site and survey.
How are trees marked on **site plan**: _____ **Survey**: _____

The below must be supplied with this form:

- ☐ Current survey with trees depicted, driveway connections, structure footprint, proposed impervious surfaces (driveway, grade level patio, etc.), erosion control device, and location of any proposed fill.
- ☐ Encroachment permit issued by SCDOT or Town of Edisto Beach, as necessary
- ☐ Permanent method of stormwater retention; examples: berm, swale, retention depression, or other Town approved method. (Pertinent information, not limited to: size, shape, height, depth, location on property.) Description: _____

I (we), hereby confirm as property owners/authorized representatives that the required information and materials for this application are authentic and have been submitted to the Town of Edisto Beach Building Department. I (we) further confirm that I (we) have read, understand, and agree to abide by the provisions in Chapter 14, Chapter 82, Article X, Stormwater management, and other related ordinances of the Code of Ordinances for the Town of Edisto Beach, and that a responsible person will be assigned to the project for day-to-day control.

Owner/Person Financially responsible Printed Name

Owner/Person Financially responsible Signature

DO NOT WRITE BELOW THIS LINE

Please select all items necessary for approval to issue lot clearing permit:

- ☐ Replacement Trees, Amount _____
- ☐ Erosion or Sediment Control, approved type: _____
- ☐ No Adverse impact Certification ☐ Not Required, ☐ Required

Inspected By:

Date:

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Scope of Work-New Residential Construction

Property Address: _____, Edisto Beach, SC, 29438

Property Owner Name: _____ Phone: _____

Contractor Name: _____ Phone: _____

Total Heated Square Footage: _____

Total Full Baths: _____ Total Half Baths: _____ Total Bedrooms: _____,

Note: a bedroom by Town definition is *any room in a residential structure which is at least 70 square feet of floor area and can be used as a sleeping area; excluding kitchen, dining, living room, bathroom, utility room or hallway.*

Foundation Type: _____

Roof Covering: _____

Elevator: Yes No

Ground Level:

_____ Square footage of storage enclosure

_____ Conditioned square footage

_____ Off-Street Parking

2ND Floor:

_____ Conditioned square footage

_____ Covered Porches/Decks

_____ Uncovered Porches/Decks

1ST Floor:

_____ Conditioned square footage

_____ Covered Porches/Decks

_____ Uncovered Porches/Decks

3RD Floor:

_____ Conditioned square footage

_____ Covered Porches/Decks

_____ Uncovered Porches/Decks

Town of Edisto Beach
Affidavit of Non-Conversion Statement
OWNERS ACKNOWLEDGEMENT



UNDER THE TOWN OF EDISTO BEACH MUNICIPAL ORDINANCE SECTION 14-71

I am the property owner of the property described on the attached. I acknowledge that an application has been made to construct or modify a structure in a Special Flood Hazard Zone.

(NOTE: You must attach a self addressed/stamped envelope and a check for \$10.00 to the Colleton County Register of Deeds and mail to PO Box 157, Walterboro, SC 29488)

Street Address: _____

TMS #: _____ Lot # _____ Block # _____

Whereas, the permitted building has the lowest floor elevated above the base flood elevation plus three (3) feet and the design and construction of the building meets current building code and flood damage prevention ordinance requirements, and

Whereas, as a condition of a Certificate of Occupancy, the owner must agree to not alter the building at a later date so as to violate the building code or flood damage prevention ordinance requirements,

Now, therefore, the undersigned owner of said property hereby agrees to the following:

1. That the enclosed area below the lowest floor shall be used solely for parking of vehicles, limited storage, or access to the building and will never be used for human habitation without first becoming fully compliant with the flood damage prevention ordinance in effect at the time of conversion.
2. That all interior walls, ceilings, and floors below the base flood elevation plus three (3) feet shall be unfinished or constructed of flood-resistant materials.
3. That mechanical, electrical, or plumbing devices shall not be installed below the base flood elevation plus three (3) feet.
4. That, in A and V zones the openings in the walls of the enclosed areas below the lowest floor, shall not be blocked, obstructed, or otherwise altered to reduce the size of the openings or restrict the automatic entry and exit of floodwater. The openings in A and V zones will be on two different walls with at least one square inch of free area for every square foot of enclosed space and the bottom of the openings shall be no more than one foot above grade. Walls in V zones shall also be certified breakaway.
5. That any variation in construction beyond what is permitted shall constitute a violation of this agreement and Section 71 of Ordinance 14.
6. That the owner and subsequent owners agree to allow a representative of the Town of Edisto Beach in the premises to verify compliance with this agreement at least once each year. The Town representative will provide at least 48 hours' notice of such visit.
7. That this Agreement shall run with the property and be binding on successor owners and shall be recorded with the Register of Deeds so that subsequent owners are made aware of these restrictions.

Date Signature of Owner

Date Witness 1

Print Owner's name as it appears on Deed

Date Witness 2

The foregoing instrument was acknowledged before me by _____, who is personally known to me or has produced _____ as identification and signed this document in my presence. Affix seal or stamp below

WITNESS my hand and official seal this _____ day of _____, 20_____.

Notary Public Signature

My Commission expires

Town of Edisto Beach
2414 Murray Street
Edisto Beach, SC 29438
(p) 843-869-2505 (f) 843-869-3855
www.townofedistobeach.com



Property Owner Letter of Authorization

Date: _____

I, _____ authorize _____
Print-Property Owner Person Obtaining Permit

to obtain a building permit in my name **(and for which I will be responsible)** from Town of Edisto Beach Building Department for:

Type of Work

for the property located at:

_____ will be responsible for the work listed.
Contractor Name

I will be responsible for compliance with the permit.

Property Owner Signature

Date

Telephone Number

Town of Edisto Beach

Subcontractors Listing

Project Address _____

General Contractor _____ Mailing Address _____

Contact Person _____ Email-Address _____

Telephone # _____ Fax # _____

Total Contract Value \$ _____

I certify that the following list contains all subcontractors associated with this project. I will notify the building department of any changes that occur. Before a Certificate of Occupancy is issued, this list will be audited. Every subcontractor is responsible for obtaining a business license with the Town.

Signed _____ Date _____

If the work is being performed by employees of the General Contractor, please indicate "EMPLOYEES". (Employees are defined as individuals for whom Social Security taxes and income taxes are withheld by the General Contractor and W-2 forms are issued to them.) If this does not apply, they are considered to be subcontractors.

Contractors Name	Address	Telephone #	Contract Value
Lot Clearing/Grading			
Layout/Dig			
Mason			
Pest Control			

Contractors Name	Address	Telephone #	Contract Value
Frame /Carpenter			
Roofer			
Doors/Locksmith			
Windows/Glass			
Fire Place			
Electrical			
Alarm System			
Plumbing			
HVAC			
Gas Fitter			
Building Sprinkler			
Insulation			

Contractors Name	Address	Telephone #	Contract Value
Siding			
Elevator			
Drywall			
Trim Carpenter			
Cabinet Maker/Installer			
Painter			
Interior Wall Cover			
Wood Floor Installer			
Tile Floor Installer			
Vinyl Floor Installer			
Carpet Installer			
Equipment Rentals			

[illegible]

MANUAL J & MANUAL D REQUIREMENTS

The purpose of Building Codes is to assist the agency having jurisdiction in meeting the minimum obligations to protect the general welfare of the population in which they serve. The Town of Edisto Beach has adopted the ICC – 2018 International Mechanical Code, ICC – 2018 International Residential Code, and the ICC – 2009 International Energy Conservation Code. Each of these codes reference specific ACCA (Air Conditioning Contractors of America, www.acca.org) procedures in order to be in compliance. The IMC requires the use of Manual D for all residential duct systems. The IRC requires the use of Manual J for residential load calculations, and Manual D for residential duct systems. The IECC includes Manual J as one of the approved methods for sizing.

The Town of Edisto Beach requires that Manual J and Manual D designs submitted must utilize a software program which is approved and recognized by the ACCA or must provide a manual analysis designed according to all the requirements as listed in the ACCA Manuals. Software designs not approved for use by ACCA will not be accepted.

Below is the most current list of software programs approved by ACCA.

Remember, **only these companies are authorized to display the “Powered by ACCA Manual J” logo and only their products meet the standards of Manual J residential load calculation.**

- [Elite RHVAC](#)
- [Wrightsoft Right-J8](#)
- [Adtek AccuLoads](#)
- [Florida Solar Energy Center’s EnergyGauge](#)
- [CarmelSoft HVAC ResLoad-J](#) (for iPad)
- [Avenir MJ8 Editions of HeatCAD and LoopCAD](#)
- [Cool Calc Manual J](#)

The following software has been approved by ACCA as meeting the requirements of Manual D for duct sizing and design. **Only those companies authorized to display the “Powered by ACCA Manual D” logo meet the standards of Manual D.**

- [Elite DUCTSIZE](#)
- [Wrightsoft Right-D](#)
- [Adtek AccuDuct](#)

V-ZONE DESIGN CERTIFICATE

PRE-CONSTRUCTION _____

AS-BUILT _____

Name of Property Owner _____ Permit Number _____

Building Address _____ TMS # _____

City _____ State _____ Zip Code _____

Flood Insurance Rate Map (FIRM) Information

Community Number _____ Panel Number _____ Suffix _____

Date of FIRM Index _____

Elevation Information

1. Base Flood Elevation (BFE) _____ feet (NGVD)
2. Bottom of Lowest Horizontal Structural Member _____ feet (NGVD)
3. Elevation of Lowest Adjacent Grade _____ feet (NGVD)
4. Approximate Depth of Anticipated Scour/Erosion used for Foundation Design _____ feet.
5. Embedment Depth of Pilings/Columns/Footing Below Lowest Adjacent Grade _____ feet.
6. Datum Used: NGVD 29 _____ NAVD 88 _____ Other _____

V-Zone Certification Statement

NOTE: Certificate must be signed and sealed by a registered professional engineer or architect. A signed/sealed copy of this statement must also appear on the approved construction plans.

I certify that I have developed or reviewed the structural design, plans and specifications for construction. The design and methods of construction to be used are in accordance with accepted standards of practice for meeting the following provisions:

- The bottom of the lowest horizontal structural member of the lowest floor (excluding piles and columns) is elevated to or above the BFE; and
- The pile or column foundation and structure attached thereto is anchored to resist flotation, collapse, and lateral movement due to the combined effects of wind and water loads acting simultaneously on all building components. Water loading values used are those associated with the base flood. Wind loading values used are those required by the applicable state or local building code. The potential for scour and erosion at the foundation has been anticipated for conditions associated with the base flood, including wave action.

For "As Built" certifications, I am certifying that the construction has been done in accordance with the design parameters indicated above.

Certification

Certifier's Name _____ Title _____

Company Name _____ Registration Number _____

Street Address _____

City _____ State _____ Zip Code _____ Telephone Number _____

Signature _____ Date _____

SEAL:

V-ZONE BREAKAWAY WALL DESIGN CERTIFICATE

PRE-CONSTRUCTION _____

AS-BUILT _____

Name of Property Owner _____ Permit Number _____

Building Address _____ TMS # _____

City _____ State _____ Zip Code _____

Flood Insurance Rate Map (FIRM) Information

Community Number _____ Panel Number _____ Suffix _____

Date of FIRM Index _____

Elevation Information

1. Base Flood Elevation (BFE) _____ feet (NGVD)
2. Bottom of Lowest Horizontal Structural Member _____ feet (NGVD)
3. Elevation of Lowest Adjacent Grade _____ feet (NGVD)
4. Datum Used: NGVD 29 _____ NAVD 88 _____ Other _____

Breakaway Wall Certification Statement

NOTE: Certificate must be signed and sealed by a registered professional engineer or architect. A signed/sealed copy of this statement must also appear on the approved construction plans detailing breakaway wall construction.

I certify that I have developed or reviewed the structural design, plans and specifications for construction of breakaway walls. The design and methods of construction to be used for the breakaway walls are in accordance with accepted standards of practice for meeting the following provisions:

- Breakaway walls have a design safe loading resistance of not less than 10 and no more than _____ pounds per square foot.
- Breakaway walls' collapse shall result from a water load no less than that which would occur during the base flood; and
- The elevated portion of the building and supporting foundation system shall not be subject to collapse, displacement, or other structural damage due to the combined effects of wind and water loads acting simultaneously on all building components, structural and non-structural. Wind loading values used shall be those required by applicable state and local building standards. Water loading values shall be those associated with the base flood. Such enclosed space shall be useable solely for parking of vehicles, building access or limited storage of maintenance items.

•
For "As Built" certifications, I am certifying that the construction has been done in accordance with the design parameters indicated above.

Certification

Certifier's Name _____

Title _____

Company Name _____

Registration Number _____

Street Address _____

City _____ State _____ Zip Code _____ Telephone Number _____

Signature _____ Date _____

SEAL: