

## Zoning and Planning Department

### Checklist of Requirements



## Additions, Sheds, Detached Garages, Pools, and Carports

- Tax Map Number** (Can be found on Tax Bill or provided by Staff)
- Signed Tree Affidavit** (in Planning Department)
- Signed Restrictive Covenants Affidavit** (in Planning Department)
- A driveway encroachment permit may be required before building permit approval. An encroachment permit may change the layout of your plan. \*\*Private roads do not require an encroachment permit.
- Tree Survey or Tree Letter from licensed Surveyor, Arborist, Engineer, or Landscape Architect if there are any Grand Trees 24" DBH or greater within 40' of proposed building areas.
- Site Plan**
  - Drawn to Engineer's Scale: 1" = 10', 20', 30', 40', 50', or 60'
  - Shall include the following details:
    1. Property dimensions (may be found on a recorded plat which can be obtained from the ROD office located at 101 Meeting Street, Downtown)
    2. Dimensions and locations of all existing and proposed structures and improvements
    3. Driveways, setbacks, lot coverage calculations (impervious/pervious surfaces and buildings)
    4. Grand Trees (24" DBH or greater) that are in the footprint of a structure, except pine trees.
    5. Protective tree barricades shall be placed around all grand trees and any required trees in or near development areas.
    6. Wetlands/OCRM Critical line delineated, approved, stamped, and signed every five (5) years by Coastal Council (if applicable).
- Exterior Elevation with Overall Height Dimension (except for pools)**
- Cost of Construction/Valuation**
- Fee required for Zoning Permit**
  - The first shed that is 120 sq ft or less does not require a Zoning Permit.

**NOTE: All payments to Charleston County Zoning and Planning Department are by CASH, CHECK with a valid ID, or CREDIT CARD.**

Please submit via our online portal: [https://eplweb.charlestoncounty.gov/EnerGov\\_Prod/SelfService#/home](https://eplweb.charlestoncounty.gov/EnerGov_Prod/SelfService#/home)

#### **IMPORTANT CONTACT INFORMATION:**

Planning/Zoning	202-7200	SCDES/Septic/Well	953-0150
Building Services	202-6930	ROD (Register of Deeds)	958-4800
OCRM/Coastal Council	953-0200		

[www.charlestoncounty.org](http://www.charlestoncounty.org)

# County of Charleston

## ZONING PERMIT APPLICATION

### Applicant (your information):

Public Services Building  
Planning Department  
4045 Bridge View Drive  
North Charleston, SC 29405  
Phone 843-202-7200  
Fax 843-202-7222  
[www.charlestoncounty.org](http://www.charlestoncounty.org)



First Name:	Last Name:
Your Home Address:	City, State, Zip:
Phone #:	E-mail address:

### Subject Property Information:

Project Parcel ID # (PID)/ Tax Map # (TMS):
Project Property Address with City, State & Zip Code: (Where the work will be completed)

### Applying for (select ONE):

New Single Family Residence	Addition	Tree Removal
Accessory Structure	Power Pole	Business License
Demolition	Electrical	Safety Inspection
Mobile Home (in flood zone)	Commercial	Tower
Mobile Home (not in flood zone)	Solar Panels	Temporary Sales
Pool	Site Construction	
Renovation /Alteration	Fence/Gate	

### Construction Information For NEW Construction (DO NOT LIST EXISTING):

1 <sup>st</sup> Floor SQ FT	2 <sup>nd</sup> Floor SQ FT	3 <sup>rd</sup> Floor SQ FT	Attached or Drive Under Garage SQ FT (CIRCLE ONE)	Detached Garage SQ FT	Covered Porch SQ FT	Shed/Deck/ Carport (CIRCLE ONE)	Pool SQ FT

Building Height	Total Heated SQ FT	Total Cost of Construction	Mobile Home SQ FT	Addition only Added SQ FT	Lot SQ FT	Impervious SQ FT

Applicant Signature:	Date:

### Official Use Only:

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Received By:

Date:

App #:

Joel H. Evans, AICP, PLA  
Zoning & Planning Director



843.202.7200  
1.800.524.7832  
Fax: 843.202.7222  
Lonnie Hamilton, III  
Public Services Building  
4045 Bridge View Drive  
North Charleston, SC 29405-7464

## RESTRICTIVE COVENANTS AFFIDAVIT

I, \_\_\_\_\_, have researched the restrictive covenants applicable to Parcel Identification Number/s (PID #) \_\_\_\_\_ located at (address/es) \_\_\_\_\_, and have found that either there are no restrictive covenants applicable to the subject property/properties or that the proposed application is not contrary to, does not conflict with, and is not prohibited by any of the restrictive covenants, as specified in South Carolina Code of Laws, Section 6-29-1145.

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(Signature)

(Date)

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(Print Name)

Explanation:

Effective July 1, 2007, South Carolina Code of Laws Section 6-29-1145 requires local governments to inquire in the permit application, or in written instructions provided to the applicant, if a tract or parcel of land is restricted by a recorded covenant that is contrary to, conflicts with or prohibits an activity for which a permit is being sought. (Section 6-29-1145 is copied on the back of this page)

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For Staff Use Only:

Received by \_\_\_\_\_

Date \_\_\_\_\_

Application Number \_\_\_\_\_

**“Section 6-29-1145.**

**(A) In an application for a permit, the local planning agency must inquire in the application or by written instructions to an applicant whether the tract or parcel of land is restricted by any recorded covenant that is contrary to, conflicts with or prohibits the permitted activity.**

**(B) If a local planning agency has actual notice of a restrictive covenant on a tract or parcel of land that is contrary to, conflicts with, or prohibits the permitted activity;**

- 1. in the application for the permit;**
- 2. from materials or information submitted by the person or persons requesting the permit; or**
- 3. from any other source including, but not limited to, other property holders, the local planning agency must not issue the permit unless the local planning agency receives confirmation from the applicant that the restrictive covenant has been released for the tract or parcel of land by action of the appropriate authority or property holder or by court order.**

**(C) As used in this section:**

- 1. ‘actual notice’ is not constructive notice of documents filed in local offices concerning the property, and does not require the local planning agency to conduct searches in any records offices for filed restrictive covenants;**
- 2. ‘permit’ does not mean an authorization to build or place a structure on a tract or parcel of land; and**
- 3. ‘restrictive covenant’ does not mean a restriction concerning a type of structure that may be built or placed on a tract or parcel of land.”**

Joel H. Evans, AICP, PLA  
Zoning & Planning Director



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## TREE AFFIDAVIT

### SINGLE FAMILY RESIDENTIAL HOMES

I, \_\_\_\_\_, hereby certify that proposed development at  
(address): \_\_\_\_\_,

PID # (Parcel Identification #) / TMS # (Tax Map #): \_\_\_\_\_

will be undertaken without the disturbance, alteration, removal or destruction of any required Grand Tree (24" DBH or greater) as defined in **Article 9.2 Tree Protection and Preservation** of the Charleston County Zoning & Land Development Regulations Ordinance.

Tree protective barricades shall be placed around all required trees in or near development areas as described in **Article 9.2.4.B Tree Protection During Development and Construction.**

I assume full legal responsibility for any actions not in compliance with tree preservation requirements of Charleston County. I am aware that violations may result in stop work orders, revocation of zoning and building permits, delays in issuance of certificate of occupancy, fines and replacement of trees as mandated by the Board of Zoning Appeals of Planning Director.

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(Owner / Representative Signature)

(Date)

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(Print Name)

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For Staff Use Only:

Received by \_\_\_\_\_ Date \_\_\_\_\_ Application Number \_\_\_\_\_