

Zoning and Planning Department  
Checklist of Requirements



**Renovations and/or Alterations without Changing the Footprint**

- Tax Map Number *(Can be found on the Tax Bill or provided by Staff)*
- Signed Restrictive Covenants Affidavit *(in Planning Department)*
- Copy of Construction Plan
- Cost of Construction/Valuation
- Fee required for 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.org/EnerGov\\_Prod/SelfService#/home](https://eplweb.charlestoncounty.org/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



|                           |                          |
|---------------------------|--------------------------|
| <b>First Name:</b>        | <b>Last Name:</b>        |
|                           |                          |
| <b>Your Home Address:</b> | <b>City, State, Zip:</b> |
|                           |                          |
| <b>Phone #:</b>           | <b>E-mail address:</b>   |
|                           |                          |

### Subject Property Information:

|  |
|--|
| <b>Project Parcel ID # (PID)/ Tax Map # (TMS):</b> |
|  |

|   |
|---|
| <b>Project Property Address with City, State &amp; Zip Code: (Where the work will be completed)</b> |
|   |

|                                   |  |                          |                          |                          |                          |
|-----------------------------------|--|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>Applying for (select ONE):</b> |  |                          |                          |                          |                          |
| <input type="checkbox"/>          | <b>New Single Family Residence</b>     | <input type="checkbox"/> | <b>Addition</b>          | <input type="checkbox"/> | <b>Tree Removal</b>      |
| <input type="checkbox"/>          | <b>Accessory Structure</b>             | <input type="checkbox"/> | <b>Power Pole</b>        | <input type="checkbox"/> | <b>Business License</b>  |
| <input type="checkbox"/>          | <b>Demolition</b>                      | <input type="checkbox"/> | <b>Electrical</b>        | <input type="checkbox"/> | <b>Safety Inspection</b> |
| <input type="checkbox"/>          | <b>Mobile Home (in flood zone)</b>     | <input type="checkbox"/> | <b>Commercial</b>        | <input type="checkbox"/> | <b>Tower</b>             |
| <input type="checkbox"/>          | <b>Mobile Home (not in flood zone)</b> | <input type="checkbox"/> | <b>Solar Panels</b>      | <input type="checkbox"/> | <b>Temporary Sales</b>   |
| <input type="checkbox"/>          | <b>Pool</b>                            | <input type="checkbox"/> | <b>Site Construction</b> | <input type="checkbox"/> |                          |
| <input type="checkbox"/>          | <b>Renovation /Alteration</b>          | <input type="checkbox"/> | <b>Fence/Gate</b>        | <input type="checkbox"/> |                          |

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

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

| Building<br>Height | Total Heated<br>SQ FT | Total Cost of<br>Construction | Mobile<br>Home SQ FT | Addition only<br>Added SQ FT | Lot SQ<br>FT | Impervious<br>SQ FT |
|--------------------|-----------------------|-------------------------------|----------------------|------------------------------|--------------|---------------------|
|                    |                       |                               |                      |                              |              |                     |

|                             |              |
|-----------------------------|--------------|
| <b>Applicant Signature:</b> | <b>Date:</b> |
|                             |              |

### Official Use Only:

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

Received By: \_\_\_\_\_ Date: \_\_\_\_\_ App #: \_\_\_\_\_



**Zoning & Planning Department**

**GENERAL SCOPE OF WORK**

**Applicant (your information):**

|                    |                   |
|--------------------|-------------------|
| <b>First Name:</b> | <b>Last Name:</b> |
|                    |                   |

**Subject Property Information:**

|  |
|--|
| <b>Project Parcel ID # (PID)/ Tax Map # (TMS):</b> |
|  |

|  |
|--|
| <b>Project Property Address with City, State &amp; Zip Code: (Where the work will be completed):</b> |
|  |

|  |              |
|--|--------------|
| <b>List of work to be completed on this project:</b> |              |
|  |              |
|  |              |
|  |              |
|  |              |
|  |              |
|  |              |
|  |              |
|  |              |
|  |              |
| <b>Your Signature:</b>                               | <b>Date:</b> |



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.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(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)

\_\_\_\_\_  
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.”**