

TOWN OF SULLIVAN’S ISLAND **PERMIT REQUIREMENTS FOR NEW AND** **SUBSTANTIALY IMPROVED RESIDENTIAL** **STRUCTURES**

- 1) Three **complete** sets of plans (two half size (11X17) & one full size) specifications and site plan. All plans must be certified by a South Carolina Registered Architect or Engineer. One set of plans must have certifiers seal on the plans and have original signatures on all plan sheets. Forms for A-Zone and V-Zone certifications are available at Town Hall, on the Town website at sullivansisland-sc.com or by e-mailing [*rrobinson@sullivansisland-sc.com*](mailto:rrobinson@sullivansisland-sc.com) . **Certifications from other municipalities will not be accepted.** Certifications must be on plans. An 8.5 x 11 original of certifications must also be submitted with permit application.
Plans to include: a cover page with correct street address and an index showing the location of required documentation, **all elevations north south east and west, elevations must show height above Base Flood Elevation, grade[existing natural grade, determined**

by Building Official], slab height , lowest structural member, finished first floor and ridge height above natural grade, property lines must be shown on all elevations, all floor plans, structural plans (to include foundation, floor, wall, ceiling , roof framing and typical wall sections showing all anchoring details and materials used) solid breakaway wall and lattice breakaway wall elevations/details and certifications. Again all engineer or design professional certifications and breakaway wall sections (A-Zone or V-Zone) must appear on the plan on a plan sheet or sheets. Specifications to include: Code used to design structure, earthquake zone, design wind speed, window and door schedule, siding/roofing/exterior finish materials, roof and wall sheathing nailing schedules, sheer wall locations and nailing schedule, soil report.

a) Site plans to include: Existing topographic information, proposed topographic information, centerline elevation of all streets bounding the property, and distances of edge of pavement to property lines, all property corners, setback lines, OCRM setback lines or critical lines, any easements and utilities (this includes water meters, fire hydrants, sewer taps, etc.) location of proposed structure, all existing structures, any impervious surfaces, any hard

surfaces, location of proposed driveway and any walks, all existing trees.

- b) Lot coverage calculations are required on the plans in square feet and percentages also total square footage of all living space.

Property line on all elevations: You may reduce the size of the elevations in order to get the property line on the page. This requirement is due to the sections of the Zoning ordinance dealing with the setbacks above a designated height. Example: the front yard setback is 25 feet. The height is 20 feet at that point and goes up at a 45 degree angle. See section 21-22 B.(4)

Max. 200 square feet of solid breakaway wall enclosures allowed below BFE. This includes access enclosures, elevator shafts and storage, etc. Must have flood vents to equal one square inch for every square foot of floor space and be no more than 12 inches above grade. Must have door at top of stairs between space below BFE and first floor.

Max ridge height is 38 feet measured at the center of the structure from natural grade elevation. **Architects, owners, engineers are strongly advised to meet with the Building**

Official to determine the natural grade elevation that will be used for construction. All heights, slab, ridge etc. will be based upon this determined height.

Exception: 40 feet from the center line of the street **if** the existing natural grade of the lot is 2 feet or greater above the road.

Maximum allowed fill is 1 foot and a building permit must be secured before fill is placed on a lot. A survey with elevation points shown will be required to place any fill on a lot.

NOTE: This list is the minimum required for a permit. Other documentation may be necessary. It may be necessary to provide additional documentation for a structure being built in an historic district.

**Existing code is the 2015 International Residential Code.
Check codes adopted by SC Building Codes Council
Verify wind speed using wind speed maps. These can be found on SC Building Codes Council website
All of Sullivan's Island is in a windborne debris area
Earthquake design category, D2**