



**RESIDENTIAL CHECKLIST (Non Flood Zones)
COLLETON COUNTY PLANNING & DEVELOPMENT
(843) 549-1709**

NEW RESIDENCE

(Ask Staff about Special Requirements for a Tiny-House or Shipping Container House)

(Fill out Building Permit Application & Restrictive Covenants Form)

1. Two (2) sets of detailed **Construction Plans**
Ref: Standard for Residential Construction in High-Wind Regions ICC 600-2008
2. **Membership Number** from the appropriate **Electric Power Provider**.
3. **Copy of the Septic Tank Permit from DHEC.**
4. **Plat-** Make a copy of the recorded plat of property
5. **Site Plan** -A site plan can be drawn on a “copy of the plat” showing the location of the residence and the exact distance the residence is from the property lines (front, sides, and rear). A “deed” is required if there is “no plat available”.
6. **Tax Map Number (TMS Pin Number)** of property - Can be found on tax bill
7. **911 Address** -Must be posted BEFORE the work begins with a minimum of 4 inch High reflective letters posted at (mailbox/dwelling)
8. **REScheck** Compliance Certificate (*excluding Modular Homes*)
9. **Square Footage** (heated & unheated) and **Seismic & Wind** requirements

ADDITION TO RESIDENCE

(Fill out Building Permit Application & Restrictive Covenants Form)

1. Two (2) sets of detailed **Construction Plans**
Ref: Standard for Residential Construction in High-Wind Regions ICC 600-2008
2. **Plat-** Make a copy of the recorded plat of property
3. **Site Plan** - A site plan can be drawn on a “copy of the plat” showing the location of the addition and the exact distance the addition is from the property lines (front, sides, and rear).
A “deed” will be required if there is “no plat available”.
4. **Tax Map Number (TMS Pin Number)** of property- Can be found on tax bill
5. **Square Footage** (heated & unheated)/**Seismic & Wind** requirements

ACCESSORY STRUCTURES

If structure is (less than) 225 sq. ft.	If structure is (larger than) 225 sq. ft.
Fill out Zoning Permit Application, Restrictive Covenants Form & Non-Conversion Affidavit	Fill out Building Permit Application, Restrictive Covenants Form & Non-Conversion Affidavit
Site Plan can be drawn on Copy of Plat	Two (2) sets of Detailed Plans
	Site Plan can be drawn on Copy of Plat