



Town of James Island

James Island, South Carolina

ZONING PERMIT APPLICATION

P.O. Box 12240 James Island, SC 29412

843.795.4141

Fax: 843.795.4878

Application Number: _____ Date: _____ Fee Paid: _____ Cash/Check #: _____

Address of Work Site: _____		TMS# _____	Zoning: _____																		
<i>Owner of Property:</i> _____		<i>Mailing Address:</i> _____																			
<i>Phone #:</i> _____		<i>Email:</i> _____																			
<i>Contractor:</i> _____		<i>Mailing Address:</i> _____																			
<i>Phone #:</i> _____		<i>Email:</i> _____																			
<i>Town Business License #:</i> _____		<i>State License #:</i> _____	<i>Expiration Date:</i> _____																		
<i>Architect/Designer:</i> _____		<i>Mailing Address:</i> _____																			
<i>Phone #:</i> _____		<i>Email:</i> _____																			
<i>Engineer:</i> _____		<i>Mailing Address:</i> _____																			
<i>Phone #:</i> _____		<i>Email:</i> _____																			
Type of Work : New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Move <input type="checkbox"/> Remove <input type="checkbox"/> Other <input type="checkbox"/> Commercial <input type="checkbox"/> Residential <input type="checkbox"/> Other <input type="checkbox"/>																					
Explain Scope of Work : _____																					
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Signature of Contractor or Authorized Agent <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Print Name <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Signature of Owner (if Builder) <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Print Name		VALUATION OF WORK: \$ _____ Valuation on Building Permits will be calculated by Building Department. Separate permits may be required. Subcontractor information must be provided. NOTE: ALL SEWER & WATER FEES MUST BE PAID PRIOR TO THE ISSUANCE OF PERMITS ON NEW CONSTRUCTION.																			
Approvals	Building	Zoning																			
<div style="display: flex; justify-content: space-between;"><div>Building Permit</div><div>\$ _____</div></div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"><div>Electrical Permit</div><div>_____</div></div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"><div>Plumbing Permit</div><div>_____</div></div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"><div>Mechanical Permit</div><div>_____</div></div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"><div>Gas Permit</div><div>_____</div></div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"><div>Sign Permit</div><div>_____</div></div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"><div>Plan Review Fee</div><div>_____</div></div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"><div>Fire Sprinklers</div><div>_____</div></div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"><div>Other</div><div>_____</div></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div>Total Amount Due \$</div><div>_____</div></div>		<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="padding: 2px;">Total Sq. Ft.</td><td style="padding: 2px;">Total Impervious</td><td style="padding: 2px;">Total Heated Sq. Ft.</td></tr><tr><td style="padding: 2px;">Lot Sq. Ft.</td><td style="padding: 2px;">Const. Type</td><td style="padding: 2px;">Occupancy</td></tr><tr><td style="padding: 2px;"># Stories</td><td style="padding: 2px;"># Dwelling Unit</td><td style="padding: 2px;"># Bedrooms</td></tr><tr><td style="padding: 2px;"># Bathrooms</td><td style="padding: 2px;">Elec. Amp</td><td style="padding: 2px;">HVAC</td></tr><tr><td style="padding: 2px;">Flood Elevation</td><td style="padding: 2px;">Fire Sprinklers</td><td style="padding: 2px;"># of Seats</td></tr><tr><td colspan="3" style="height: 100px;"></td></tr></table>		Total Sq. Ft.	Total Impervious	Total Heated Sq. Ft.	Lot Sq. Ft.	Const. Type	Occupancy	# Stories	# Dwelling Unit	# Bedrooms	# Bathrooms	Elec. Amp	HVAC	Flood Elevation	Fire Sprinklers	# of Seats			
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# Bathrooms	Elec. Amp	HVAC																			
Flood Elevation	Fire Sprinklers	# of Seats																			

This is an application for a Town of James Island zoning permit. This is NOT a building permit.

Building permits are required for all structures constructed, reconstructed, erected, or modified within the Town of James Island, as well as for any other work or trade which requires a Charleston County building inspection.

If this Zoning Permit is for issuance of a building permit, you must apply directly to Charleston County Building Services for the building permit and all required inspections.

Additionally, all subcontractors must have a Town of James Island Business License prior to beginning work.

Any extension, alteration, or amendments to the plan of work submitted with the zoning permit application, must be approved in writing by the Town of James Island Planning Director.

[YOU CAN ACCESS THE COUNTY PERMIT PORTAL HERE.](#)



843.795.4141
Fax: 843.795.4878

Town Hall
P.O. Box 12240
James Island, SC 29412

Plan Review Checklist – 2021 IRC/2009 IECC
Residential Building Permit Application
Planning Department

Application Number: _____

ZONING:

- ☐ **Zoning Fee:** \$25.00 for residential; \$50.00 for commercial.
- ☐ **Site Plans: (4) copies** – must be correctly scaled with all buildings, additions, accessory structures and all other improvements shown with corresponding distances to the property lines. Please show North arrow for reference.
- ☐ **Restrictive Covenants Affidavit**
- ☐ **Tree Affidavit**

STORMWATER:

- ☐ **Stormwater Fees** - (if applicable) *Please see specific stormwater requirements & fee schedule.*

BUILDING:

- ☐ **1 Paper/1 Electronic set of Building Plans**– must be signed and sealed by a S.C. Registered Design Professional indicating that the structure is designed in compliance with the 2021 IRC and all S.C. adopted modifications.
- ☐ **Drainage Plan** – Must show all design contours, swales, and positive directive drainage; provide amount of fill in feet above existing grade.
- ☐ **Elevations** – Must show front, rear and side elevations as required with building height indicated, and to include DFE/Slab/First Floor elevations if in a Flood Zone. Height is measured from finished grade to highest ridge.
- ☐ **Foundation** – Must include foundation dimensions, reinforcement/continuous tie-down details, pier locations and floor framing.
- ☐ **Floor Plans** – Must include interior layout, window/door locations, floor, floor/ceiling and ceiling framing. A separate ground floor plan is required for elevated buildings.
- ☐ **Wall Sections** – Must include footing/foundation, framing, and anchor/connector details.
- ☐ **Mechanicals** – Must include electrical, plumbing, and HVAC details as applicable. Please include Manual J calculations for HVAC.
- ☐ **Windborne Debris** – Must include means of protection for windborne debris. If not using impact rated glass or an approved shutter system, plan must be signed and sealed by a S.C. Registered Design professional.
- ☐ **Fire Wall Detail** – Refer to 2021 IRC code if proposed structure is 5' or less from property line or has a shared wall.
- ☐ **AE Flood Zone** – Elevated Structures: if ground floor perimeter decorative partitions such as lattice or louvers are to be used, provide details that demonstrate compliance with the 40% open requirement. Also, indicate hydrostatic openings (location and type) for all solid wall enclosed areas below DFE. Crawl Space: Hydrostatic vents (1 in.²/ 1 ft.²) at crawl space perimeter and attached garage. Indicate locations and specify type to be used.
- ☐ **VE Flood Zone/Coastal A** – V- Zone certification and breakaway wall certification stamp on plans. Equipment mounting and location of utilities. Post V-Zone certification and breakaway wall certification prior to release of C.O. inspection. Breakaway Wall Detail must also demonstrate breakaway panels having a total net open area of not less than 40% of the total partition area.



Restrictive Covenants
Zoning/Planning

843.795.4141
Fax: 843.795.4878
Town Hall
1122 Dills Bluff Road
James Island, SC 29412

PERMIT APPLICATION: RESTRICTIVE COVENANTS AFFIDAVIT

I, _____, have reviewed the restrictive covenants applicable to
(Print Name)

Parcel Identification Number(s) _____, located at
(TMS #)

_____, and the proposed permit application is not
(Address)

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)

Received by: _____

Date: _____

Application #: _____

"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 holders 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."



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PLANNING AND ZONING DEPARTMENT

Tree Affidavit

Single Family Residential

Application Number: _____ Date: _____ Received by: _____

I, _____, hereby certify that proposed development at

PID # (Parcel Identification #) / TMS # (Tax Map #) _____

will be undertaken without the disturbance, alteration, removal or destruction of any required Grand Tree (18" DBH or greater) as defined in §153.334 **Tree Protection and Preservation** of the *Town of James Island Zoning and Land Development Regulations Ordinance*.

Tree protective barricades shall be placed around all required trees in or near development areas as described in §153.334 D **Tree Protection During Development and Construction**.

I assume full legal responsibility for any actions not in compliance with tree preservation requirements of the Town of James Island. 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 or Planning Director.

(Owner/Representative Signature)

(Date)

843.795.4141

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Town Hall

1122 Dills Bluff Road

James Island, SC 29422



SERVICE TYPE			FEE
A.	ZONING PERMITS		
	1	Temporary Zoning Permit Fee	\$50.00
	2	Protected/Grand Tree Removal Permit (Zoning Permit)	\$25.00
	3	Residential Land Disturbance	\$25.00
	4	Residential Zoning Permit	\$25.00
B.	COMMERCIAL and INDUSTRIAL		
	1	Up to 5,000 SF building size	\$50.00
	2	greater than 5,000 SF building size	\$75.00
C.	ZONING AND COMPREHENSIVE PLAN AMENDMENTS		
	1	Zoning Map Amendments [Rezoning]	\$150.00 + \$10/acre
	2	Planned Development (PD) Zoning District	
		a. Less than 10 acres	\$300.00 + \$10/acre
		b. 10-99 acres	\$1000.00 + \$15/acre
		c. 100 acres or greater	\$1500.00 + \$20/acre
	3	Amendment to existing Planned Development text	\$300.00 + \$2/acre
	4	Sketch Plan Amendment	\$300.00 + \$2/acre
	5	ZLDR Text Amendments	\$250.00
	6	Comprehensive Plan Amendments	\$250.00
D.	SITE PLAN REVIEW		
	1	Limited Site Plan Review	\$50.00
	2	up to 5,000 SF building size.	\$250.00
	3	greater than 5,000 SF building size.	\$500.00
E.	BOARD OF ZONING APPEALS		
	1	Appeals of Zoning Related Administrative Decisions	\$250.00
	2	Special Exceptions	\$250.00

	3	Zoning Variances	\$250.00
	4	Protected/Grand Tree Removal Zoning Variances	\$250.00 + \$50.00
F.	ADDRESSING		
	1	Street Name Change	\$50.00
	2	Street Sign	\$200.00
G.	SIGNS		
	1	Billboards	Site Plan Review + \$50.00
	2	Wall Signs (per use)	\$50.00
	3	Free Standing Sign	\$50.00
	4	Agricultural Sign	\$20.00
H.	SUBDIVISION PLATS		
	1	One Lot or Exempt Plat	\$50.00
	2	2-10 Lots or Minor Subdivision Plat	\$100.00 + \$10/lot
	3	11 or more Lots or Preliminary Plat for Major Subdivision	\$200.00 + \$10/lot
	5	Final Plat	\$100.00 + \$10/lot
	6	Public Improvement(s) Review (Engineering)	\$10/lot
	7	Appeals of Subdivision Related Administrative Decisions	\$250.00

FEE SCHEDULE NOTES

Town Council may waive all or a portion of the above fees upon submittal of a request to Council and subsequent approval at a public meeting of Town Council

If any type of zoning application/permit is required in order to bring properties that have current zoning violations into compliance with the Town of James Island Zoning and Land Development Regulations Ordinance, the zoning application/permit fees shall be doubled.

Separate applications and fees shall be filed for more than one Variance request to each requirement of this Ordinance. If an applicant requests a variance for removal of more than one Protected/Grand tree, each additional Protected/Grand tree shall require an additional fee.

CHARLESTON COUNTY

BUILDING PERMIT FEES

Total Valuation	Fee
\$1,000.00 and less	No fee, unless an inspection is required, in which case a permit is required and a \$50.00 fee shall be charged.
\$1,000 to \$2,000	\$50.00
\$2,001 to \$50,000	\$50.00 for the first \$2,000 + \$4.00 per \$1,000
\$50,001 to \$100,000	\$242.00 for the first \$50,000 + \$3.75 per \$1,000
\$100,001 to \$300,000	\$429.50 for the first \$100,000 + \$3.50 per \$1,000
\$300,001 to \$500,000	\$1129.50 for the first \$300,000 + \$3.35 per \$1,000
\$500,001 and up	\$1,799.50 for the first \$500,000 + \$3.00 per \$1,000



**Town of James Island
Public Works Department
Stormwater Program**

NEW FORMS AND REQUIREMENTS

(Effective October 1, 2018)

Stormwater Notice of Intent (NOI)

- Required for any land disturbing activity, regardless of size and scope
- Must be returned with other applicable forms
- If there is to be no land disturbance, fill out and state: "No land disturbing activity planned or anticipated."

Clear and Grubb Application

- Clearing and Grubbing Application
- A Stormwater Notice of Intent (NOI)
- Site Plan to scale showing existing stormwater flow patterns and proposed flow patterns
- For use where no structures or development is to occur

Single Family Residential

- Site Plan by a design professional showing pre and post-construction stormwater flow patterns, structures, delineated wetlands/ critical area.
- Any SFR that is part of a Subdivision (Larger Common Plan) must be stamped and signed by a professional engineer or landscape architect actively licensed in the state of South Carolina. This is to ensure that proposed drainage patterns within the subdivision are upheld followed according to the Larger Common Plan.

Utility and Linear Applications

- Linear projects with any land disturbance, and are not part of any other development or redevelopment, will return the surface cover to original.
- Roads that disturb greater than 1 acre will be required to submit a Type II and III Application.

Type I Application

- Development or redevelopment projects that disturb ½ acre or more but less than 1 acre of land and not located within ½ mile of a receiving water body.

Type II and III Application (SCDHEC NOI application #2617)

- Development or redevelopment projects that disturb greater than 1 acre of land.

Encroachment Permits

- An application is required when ANY type of work is proposed within a Town of James Island or SCDOT right-of-way or easement. This is to be filled out and submitted with the Stormwater Application.



Town of James Island
Public Works Department
Stormwater Program

**Public Works Department
Letter of Intent**

(*Required for all Building Permit applicants regardless of scope of work)

Applicant Information: Please Print

First Name: _____ Last Name: _____

Name of Business: _____

Mailing Address: _____

Phone #: _____ Cell #: _____

Email Address: _____

Property Information

Address: _____

TMS #/Property ID #: _____

Will drainage patterns be changed on site? Yes ___ No ___

NOTE: If YES to above, then a site plan must be prepared by a design professional as allowed by the State of South Carolina LLR showing pre-development drainage patterns and post development drainage patterns.

Please provide a detailed explanation of your proposed activity:

Signature: _____

Date: _____



Town of James Island
Public Works Department
Stormwater Program

**SINGLE FAMILY RESIDENTIAL
&
TOWNHOME APPLICATION
EROSION PROTECTION & SEDIMENT CONTROL CERTIFICATION**

(*Applicable for single family residential and small commercial projects (0- ½ acre))

Application Date: _____

Applicant Information

Owner: _____ Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell Phone: _____

Email: _____

Property Information

Parcel/TMS #: _____

Development Address: _____

Total Acres: _____ Disturbed Acres: _____

Describe Work:

Owner/Operator must sign the certification below:

I certify under penalty of law that I understand and will comply with the Town's Construction Activity Management Requirements for Single Family Residential Structures Disturbing less Than 1 Acre in the attached document. I will ensure that the control measures are maintained. I further authorize and consent that Town of James Island or Charleston County Stormwater inspectors may enter upon the premises as necessary to ensure compliance with all related requirements of the Ordinance or Manual. I further ensure that I have all rights, easements, or permission to be conducting work on the properties for which I have applied.

Print Name: _____

Signature: _____ **Date:** _____



Town of James Island Public Works Department

Construction Activity Management Requirements for Single Family Residential Structures Disturbing Less Than 1 Acre:

1. The lot shall have protection around the entire boundary with allowances for no more than two (2) entrances/exits. This protection may be silt fencing or earthen or man-made berms or dikes. These measures shall be installed within 24-hours of land disturbance and maintained until the project is stabilized as detailed below. The following guideline should be followed:
 - The maximum length from the crest of a hill to the fence is one-hundred (100) feet. When the distance from a crest to the property boundary is greater than one-hundred (100) feet, an intermediate row of silt fence shall be used or another control method employed.
 - The Maximum slope steepness (normal [perpendicular] to the fence line) is 2H:1V. When exceeded, slope drains shall be employed.
 - A maximum of ¼ acre drainage per one-hundred (100) linear feet of silt fence should be used. When this is exceeded, intermediate row of silt fence shall be used or another control measure employed.
 - Sediment accumulated along the fence shall be removed when it reaches 1/3 the height of the fence.
 - Proper construction of these measures can be found from SC DHEC's BMP Manual, or from the Charleston County Stormwater Division or from the Town of James Island Public Works Department. Manufacturers recommended installation and maintenance procedures shall be followed if applicable.
2. Nearby stormwater inlets, manholes, etc. in the street or on this or adjacent property shall be protected through the use of sediment tubes, check dams, or inlet protection devices. These measures will be maintained through the construction process until the site is stabilized as detailed below.
3. Construction entrances will be provided at all entrances/exits. The construction entrance shall contain washed stone that is at least six (6) inches deep, twenty (20) feet wide, and seventy-five (75) feet long. The stone shall be maintained throughout the construction process until the site is stabilized as detailed below. Sediment tracked onto streets shall be removed weekly. More information on the installation and maintenance of construction entrances can be obtained from the Charleston County Stormwater Division or Town of James Island Public Works Department.
4. All control measures shall be inspected by applicant or applicant's agent every seven (7) calendar days and within 24 hours after each rainfall event that produces ½-inches or more of precipitation.

5. Construction debris and other waste shall be contained in a dumpster or covered with plastic. Covers that prevent exposure to precipitation shall also be used for stockpiles of soil. Chemicals, paints, solvents and other materials shall be stored such that exposure risk to precipitation and stormwater runoff is low. Concrete wash water shall be disposed in an area of soil away from surface waters where soil can act as a filter or evaporate the water. Remaining cement shall be disposed of in a dumpster or otherwise removed from the site. Be aware that this water can kill vegetation. Dewatering water shall be disposed of in a pervious area. Discharge of sediment from dewatering operations shall be prevented from entering into storm sewers and surface waters.
6. Areas not used during construction should be vegetated with sod and seed. Existing/natural vegetation should be preserved as much as possible. Grass specifications are available from the Charleston County Stormwater Division or Town of James Island Public Works Department.
7. A site is considered stabilized once the entire area other than buildings, driveways, and walkways has vegetative cover with a density of 70%. Seeding should be accompanied or replaced with erosion control mats as necessary to achieve this density.
8. After final stabilization is achieved, all control measures shall be removed from the site.

A signed copy of these requirements shall be maintained at the construction site with a copy of the permit.

Owner/Owner's Agent: _____
Signature: _____ Date: _____

Town of James Island Public Works Department: _____
Signature: _____ Date: _____



843.795.4141
Fax: 843.795.4878
Town Hall

1122 Dills Bluff Rd.
James Island, SC 29412

**Supplemental Stormwater Permit
Public Works Department**

Permit Number: _____ Date: _____ Fee Paid: _____
Cash/Check #: _____

Property/Project Information:

TMS #: _____
Address: _____
Type of Project: _____
Flood Zone: _____ OCRM?: _____

Specific Stormwater Best Management Practices (BMPs) required at the above address:

The permit holder must adhere to the regulations contained in the Supplemental Stormwater Design Standards of the Town of James Island. Any permanent BMPs that are required to be installed and listed above shall be maintained by the responsible party or property owner for as long as the property meets the requirements for the supplemental BMPs.

The Public Works Department will be conducting site inspections of the project to check for compliance with the Supplemental Stormwater Ordinance and will also conduct annual post-construction inspections to ensure that the BMPs are being properly maintained.

Applicant Signature(s)

Date

Owner/Applicant Information:

Name: _____ Phone # (cell): _____
Address: _____ Phone # (home): _____
Email: _____

SW/Public Works Comments and Approval:



Town of James Island Public Works Department Stormwater Program

Type I Application

(Only applicable for projects with greater than ½ acre but less than 1 acre disturbance, NOT within ½ mile of a Receiving Water Body)

- A. Name of Activity: _____
- B. Applicant Name: _____
Address: _____
City: _____, State: _____ Zip: _____
Phone: ____ - ____ - ____ Mobile: ____ - ____ - ____ Fax: ____ - ____ - ____
Email Address (optional): _____
- C. Property Info: _____ Check Box if same as above
Address: _____
City: _____, South Carolina Zip: _____
Tax Map Number(s): _____
- D. Disturbed area to the nearest tenth of an acre: _____
- E. Is this a linear construction project that disturbs less than one acre? YES NO
- F. Are there any wetlands/Waters of the State that will be disturbed? YES NO G. Are there any flooding problems on or adjacent to this site? YES NO
- H. Where does this stormwater discharge?

General Narrative: Please give a general site narrative explaining the purposes of the land disturbance, existing and proposed stormwater runoff patterns, offsite stormwater runoff and potential problems with adjacent properties. Also, if applicable, wetland and waterbody disturbance issues must be discussed along with the proof of permit coverage by the US Army Corps of Engineers and SC DHEC, if applicable.

Project Sketch: (Draw To Scale, See Attached Sheet)

Attach to this application a project sketch that includes **all of the following:** Location of all proposed disturbance; an outline of the limits of the disturbed area; location of existing and proposed stormwater management control outfalls; location of 100-year flood plain; necessary measures for energy dissipation; property lines; location of all sediment and erosion control measures (silt fence, riprap, inlet protection, etc.).

Applicant's Certification:

I hereby certify that all land disturbance, construction, and/or development will be done pursuant to the site plan submitted in accordance with this application, and I am responsible for the land disturbance and related maintenance thereof. I further authorize and consent that Charleston County and Town of James Island inspectors may enter upon the premises as necessary to ensure compliance with all related requirements of the Ordinance or Manual.

Applicant's Printed Name

Applicant's Signature

Date