

**NEW ONE FAMILY DWELLING APPLICATION CHECKLIST**

YES	NO		OFFICE USE
<input type="checkbox"/>	<input type="checkbox"/>	<b>CONSTRUCTION PLANS</b> (2 Complete sets: stapled/scaled (1/4 in. =1 ft. min)) <input type="checkbox"/> Floor Plan <input type="checkbox"/> Elevation Views <input type="checkbox"/> Electrical Plan <input type="checkbox"/> Energy Code *NOTE: Plans must have an Engineers' Seal. PDFs are required prior to issuance of the permit.	Structural Plans to Include: <input type="checkbox"/> Floor/Roof Framing <input type="checkbox"/> Wall Section <input type="checkbox"/> Wall Bracing <input type="checkbox"/> Foundation Plan <input type="checkbox"/> Wind Load & Seismic
<input type="checkbox"/>	<input type="checkbox"/>	<b>SITE PLAN</b> (Drawn to scale)	
<input type="checkbox"/>	<input type="checkbox"/>	<b>TREE PLAN</b> (Indicate trees to be removed and to remain) ** NOT REQUIRED	
<input type="checkbox"/>	<input type="checkbox"/>	<b>WATER/SEWER APPROVAL</b> (Water/Sewer receipt or DHEC Permit)	
<input type="checkbox"/>	<input type="checkbox"/>	<b>COMPLETED BUILDING PERMIT APPLICATION</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>OWNER/BUILDER DISCLOSURE STATEMENT</b> (Self contractor: Document filed with Register of Deeds)	
<input type="checkbox"/>	<input type="checkbox"/>	<b>DRIVEWAY ENCROACHMENT PERMIT</b> (Issued by SCDOT or Public Works)	

**FLOOD ZONE REQUIREMENTS**

<input type="checkbox"/>	<input type="checkbox"/>	<b>ELEVATION CERTIFICATE</b> (Completed no more than 1 year prior to application date)	
<input type="checkbox"/>	<input type="checkbox"/>	<b>THREE-PARTY MEMO/V-ZONE CERTIFICATION WORKSHEET</b> (For AE & VE Flood Zones: Owner, Contractor & Architect Signatures)	
<input type="checkbox"/>	<input type="checkbox"/>	<b>MAXIMUM MEAN ROOF HEIGHT</b> (35 ft. max, measured from the BFE)	
<input type="checkbox"/>	<input type="checkbox"/>	<b>NON-CONVERSION AGREEMENT WITH RECEIPT</b> (Must be filled with Georgetown County Register of Deeds)	

**IMPORTANT AGENCY PHONE NUMBERS**

Midway Fire	(843)545-3620
Georgetown Water & Sewer	(843) 237-9727
SCDOT	(843) 546-2406
Santee Cooper	(843) 527-6952