



Permitting Department
 700 Paris Avenue
 Port Royal, SC 29935
 (843) 986-2215
 permits@portroyal.org

RESIDENTIAL BUILDING PERMIT APPLICATION

Project Information	
Parcel ID Number:	Zoning District:
Project Address:	
Pursuant to Section 6-29-1145 of the South Carolina Code of Laws, is this tract or parcel restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity described in this application? <input type="checkbox"/> Yes <input type="checkbox"/> No	
The owner of this property is aware of and has authorized the proposed work as described in this application: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Applicant / Contractor	Property Owner
Name:	Name:
SC State License Number:	Email:
Port Royal License Number:	Phone:
Email:	Mailing Address:
Phone:	
Address:	
<input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Change of Occupancy/Safety <input type="checkbox"/> Renovation/Alteration <input type="checkbox"/> Demolition <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Other: _____	
Total Project Cost:	
Number of Stories:	Total Lot Sq. Ft.:
New Sq. Ft.:	New Impervious Sq. Ft.:
Existing Sq. Ft. (if applicable):	Existing Impervious Sq. Ft.:
Total Gross Sq. Ft.:	Pervious Sq. Ft.:
New Garage: <input type="checkbox"/> Attached <input type="checkbox"/> Detached Total Sq. Ft.: _____	
Type of Heating: <input type="checkbox"/> Gas <input type="checkbox"/> Electric	
Type of A/C: <input type="checkbox"/> Central <input type="checkbox"/> Window	
Type of Sewage: <input type="checkbox"/> BJWSA <input type="checkbox"/> Septic No.	
Type of Water: <input type="checkbox"/> BJWSA <input type="checkbox"/> Well	
Scope of Work (Describe in Detail):	
Applicant Signature:	Date:
<div style="display: flex; justify-content: space-between; font-size: small; color: #e91e63;"> *OFFICE USE ONLY* Date Filed: Application #: Permit Fee: </div>	

Council

Joe DeVito
Mayor

Darryl Owens
Mayor Pro Tempore

Jerry Ashmore
Mary Beth Heyward
Kevin Phillips



Van Willis
Town Manager

T. Alan Beach
Chief of Police

Jeffrey S. Coppinger
Operations

Noah Krepps
Planning

STATEMENT OF UNDERSTANDING BY PRIME CONTRACTOR

1. Subcontractors shall be licensed on the same basis as general or prime contractors for the same job, and no deductions shall be made by a general or prime contractor for value of work performed.
2. The contractor must furnish the Town a list, including the NAME, ADDRESS, AND AMOUNT OF EACH CONTRACT for all subcontractors and individual craftsmen not employed by the general contractor. If the subcontractor claims to be an employee, then they may be requested to produce payroll records or W2 withholding records.
3. If the subcontractor or craftsmen are unknown at the time the permit is applied for, the prime contractor shall furnish the Town with such a list prior to the subcontractor's performance of said work. However, if the project is considered 'minor', subcontractors shall be listed prior to permit being issued and all licenses verified.
4. The prime contractors, before requesting permanent utility service (if applicable) or final inspection (Certificate of Occupancy) from the Building Department, SHALL complete an 'updated' subcontractor's list and turn in, along with all fees paid in full.
5. As the prime contractor, it is your responsibility to make sure all subcontractors working on your job have a current business license and are registered with the State (if applicable). If not, as the prime contractor, you will be responsible for the subcontractors' business license fees. Such violations shall be punishable by a fine not to exceed the maximum penalty allowed by state law and/or 30 days imprisonment, or both, at the discretion of the court for each violation. **THERE WILL BE NO EXCEPTIONS TO THIS REQUIREMENT.**

I, the undersigned, have read and understand the above statement and have received the subcontractor's form from the Building Codes Office or the Business License Office.

SITE ADDRESS: _____ DATE: _____

COMPANY'S NAME: _____

SIGNATURE: _____ TITLE: _____

DATE: _____ PERMIT: _____

Updated 10/19/2023

**SUBCONTRACTORS LIST
TOWN OF PORT ROYAL
P.O. DRAWER 9
PORT ROYAL, SC 29935
843 986-2215/ FAX: 843 986-2210**

Prime Contractor: _____
Owner Name: _____

Job Address: _____
Permit Number: _____

I UNDERSTAND AS PRIME CONTRACTOR, I AM TO ENSURE ALL SUBCONTRACTORS HAVE A CURRENT TOWN OF PORT ROYAL BUSINESS LICENSE AND ARE REGISTERED WITH THE STATE (WHERE APPLICABLE). I UNDERSTAND AS PRIME CONTRACTOR, I AM RESPONSIBLE THAT ALL BUSINESS LICENSE FEES ARE PAID BY THE SUBCONTRACTORS.

SIGNATURE OF CONTRACTOR

PHONE NUMBER

DATE

Type of Subcontractor	Business Name & Address	Phone Number	Amount of Job	Type of State Lic. & Number	TOWN USE ONLY	
					Bus. Lic. Number	Expires
Awning Installer						
Block/ Brick Masonry						
Burgular Alarm Installer						
Cabinet Installer						
Carpet/Vinyl Installer						
Ceiling Installer						
Ceramic Tile Installer						
Chimney Installer						
Cleaning Services						
Concrete Finisher						
Decorator (Interior)						
Drywall						
Doors						
Draper Service						
Electrical						

Type of Subcontractor	Business Name & Address	Phone Number	Amount of Job	Type of State Lic. & Number	TOWN USE ONLY	
					Bus. Lic. Number	Expires
Elevator Installer						
Exterminator/ Pretreat						
Engineer						
Fencing						
Fire Alarm Installer						
Fireplace Installer						
Fire Sprinkler Installer						
Flooring						
Framing						
Gas Installer						
Glass Installer						
Grease Trap Installer						
Heating/ Air Condition						
Hood System Installer						
Insulation						
Irrigation						
Iron/ Steel Installer						
Kitchen/ Bath						
Land/ Lot Clearing						
Landfilling						

Type of Subcontractor	Business Name & Address	Phone Number	Amount of Job	Type of State Lic. & Number	TOWN USE ONLY	
					Bus. Lic. Number	Expires
Landscaping						
Painting						
Paving						
Plumbing						
Portable Toilets						
Radio/ TV Installer						
Roofing						
Screening Installer						
Septic Tank Installer						
Sign Installer						
Siding Installer						
Stucco						
Swimming Pool						
Tin & Metal						
Tree Surgeon						
Trim Carpenter						
Trim (Exterior)						
Trusses Installer						
Wallpaper Hanger						
Waste Bin Rental						

Type of Subcontractor	Business Name & Address	Phone Number	Amount of Job	Type of State Lic. & Number	TOWN USE ONLY	
					Bus. Lic. Number	Expires
Well Drilling						
Windows						
Other						



COOL. COASTAL. FAR FROM ORDINARY.

**TOWN OF PORT ROYAL
BUILDING CODES DEPARTMENT
Building Permit Submittal Requirements**

700 Paris Ave.

PO Drawer 9

Port Royal, SC 29935



Council

Samuel E. Murray
Mayor

Mary Beth Heyward
Mayor Pro Tempore

Vernon DeLoach
Tom Klein
Joe Lee

Van Willis
Town Manager

T. Alan Beach
Chief of Police

Jeffrey S. Coppinger
Daniel G. Lemieux
Operations

Linda Bridges
Planning

ORDINANCE 2015-20

AN ORDINANCE AMENDING ORDINANCES 2015-9 PERTAINING TO FEE SCHEDULES FOR BUILDING PERMITS AND OTHER VARIOUS FEES AS NECESSARY FOR EASE IN OPERATION AND SERVICES OF THE TOWN OF PORT ROYAL.

WHEREAS, it is necessary from time to time to modify the fee schedule due to changes and improvements in building codes, changes in our economy and other circumstances; and

WHEREAS, it is advantageous to adopt permit fees and other fees that correspond to those changes, improvements and circumstances.

NOW, THEREFORE BE IT ORDAINED, by the Council of the Town of Port Royal, South Carolina, duly assembled and with authority of the same, that a new fee schedule be adopted as follows:

TOWN OF PORT ROYAL FEE SCHEDULE

1. OTHER FEES SUPERSEDED:

The following schedules and regulations regarding fees in the Town of Port Royal are hereby adopted and supersede all regulations and schedules and previous schedules set by Council.

2. FEES MANDATORY:

No permit shall be issued until the fees prescribed in this section shall have been paid. Nor shall an amendment to a permit be approved until the additional fee, if any, due to an increase in the estimated cost of the building or structure, shall have been paid.

3. FAILURE TO OBTAIN PERMIT:

Where work for which a permit is required by this code is started or proceeded prior to obtaining said permit, the fee herein specified shall be doubled, but the payment of such double fee shall not relieve any persons from fully complying with the requirements of this code in the execution of the work nor from any other penalties prescribed herein.

4. RECORD OF FEES COLLECTED:

The Building Code Department shall keep a permanent and accurate accounting of all permit fees and other monies collected, the names of all persons upon whose account the same was paid, the full date and amount thereof.

5. BUILDING PERMIT FEES: Any individual or entity performing work that requires a building permit under the International Building Code, Section 109, shall be required to pay permitting fees at the time of application, in accordance with the following schedule:

Payment of all permit fees is required in advance.

A. Building Permits Fee Schedule:

Application Filing Fee	\$30.00 (Non-refundable) All Permits
\$1000 or less	\$30
\$1,001.00 to \$50,000	\$ 40 for the first \$1000, plus \$6 for each additional thousand or fraction thereof, to and including \$50,000.
\$50,001 to \$100,000	\$300 for the first \$50,000, plus \$5 for each additional thousand or fraction thereof, to and including \$100,000.
\$100,001 to \$500,000	\$500 for the first \$100,000, plus \$4 for each additional thousand or fraction thereof, to and including \$500,000.
\$500,001 and up	\$1700 for the first \$500,000, plus \$3 for each additional thousand or fraction thereof.
Demolition	
Single family	\$150
Multi-family	\$250
Commercial	\$250
	in addition to the Application Filing Fee
Plan Checking Fee – Commercial and Multi-Family	Shall be equal to 60% of the permit fee
One and Two Family	Shall be equal to 10% of the permit fee
Re-inspection fee	
	\$50
Safety inspections	\$30
Well Permits	
Single Family	\$50 per lot
Multi-family	\$75 per lot
Commercial	\$75 per lot

New mobile home permits will be assessed at the value of the mobile home plus installation.
Used mobile home permits \$ 100.00, in addition to the \$30.00 application filing fee.

6. MOVING A BUILDING/STRUCTURE(S):

For the moving of any building or structure the fee shall be \$70.00. To reestablish the structure on a new site, the permit fee shall be based on the total value of reconstruction and in accordance

with the Building Permits Fee Schedule. If required, or needed, a police escort will be used in the transport of the building at an additional charge.

7. BUILDING PERMIT VALUATION:

If, in the opinion of the Building Official, the valuation of a building alteration, or structure appears to be underestimated, the Building Official shall then determine the value of the building plus applicable permit fee(s) from the most recent edition of the International Building Code or supplement thereof.

8. RE-INSPECTIONS:

If the building official or his duly authorized representative shall, upon his inspection after the completion of the work or apparatus, finds the same does not conform to and comply with the provisions of this code, he shall notify the contractor, indicating the corrections to be made, and then shall again inspect the work or apparatus without further charge, but when extra inspections are due to any of the following reasons, a charge of \$ 50.00 shall be made for each re-inspection:

- A. Wrong address
- B. Repairs or corrections not made when inspections are called
- C. Work not ready for inspection when the inspector is called

All re-inspection fees shall be paid prior to scheduling re-inspection.

9. PROCEDURE FOR PERMIT REFUND:

- A. Permit holder must return all applicable permit forms and receipts. Photo static copies will not be accepted.
- B. Permit refund will be for the total amount paid less the plans checking fee and the \$30 administration fee.
- C. No refund will be given for permits where construction has not started within six (6) months of issuance, providing the Building Official has not issued or granted any exceptions of time.
- D. No refund will be given for permit fee less than \$50.00.

OTHER DEVELOPMENT AND REVIEW FEES:

Written Zoning Interpretation / Confirmation \$30.00 per hour, capped at \$60.00

Site Development Plans Review

Residential under 4 lot/units	\$500.00	
Residential more than 4 lots/units	\$250.00 plus \$50.00 per unit, capped at \$4000	
Commercial 10,000 square feet or less	\$1500.00	
Commercial 10,000 square feet or more	\$250 plus 10¢ Square Foot, capped at \$5000	

Only 2 reviews are included and each additional review must pay an additional \$250.00 before reviews are processed

Zoning Map or Text Amendment	\$250.00
Planned Unit Development Master Plan Review	\$500.00 plus \$5.00 / acre
Design Review Board Application Fee	\$100 per proposal
Historic Preservation Commission Application Fee	\$100 per proposal

11. TREE PERMITS:

The owner/contractor shall submit appropriate application plus the appropriate fee.

Existing:

Single Family Residential:	\$20.00
Commercial:	\$100.00
Any tree 36" DBH or greater	\$100 per tree or site plus tree permit fee
Site development removal of trees,	see Section 20-30

12. SIGN PERMITS:

For issuing each sign permit upon receiving appropriate application, the fee shall be as follows:

Sign permit	\$50.00
Temporary sign permit, Private Property, per sign	\$25.00
Temporary sign permit, Public Property	\$25.00
Non Profit Organizations	No Fee

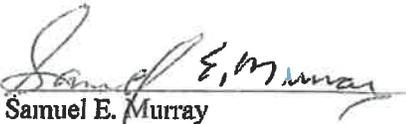
This ordinance shall become effective immediately upon adoption by Council.

REQUESTED:



Milton E. Willis
Town Manager

APPROVED:



Samuel E. Murray
Mayor

ATTEST:



Tanya L. Payne
Municipal Clerk

Introduced: July 8, 2015

Final Reading: August 12, 2015

Submittal Requirements For a Building Permit

Please Supply:

Commercial and Multifamily: 4 Copies Building Plans

Residential: 3 Copies of Building Plans

One set of plans will be returned to the developer with the Building Official's notation. **This set will be kept on the construction site.**

Building Plan Includes: Site Plan (to scale) with infrastructure, Tree Topo (size and species), Landscaping Plan, Parking and Driveway Layouts, and Signage Details.

Building permit expires if the described work has not begun within 6 months of the date of issuance.

All contractors must obtain a South Carolina Contractor's license and a Town of Port Royal Business License.

Building Codes

The Town of Port Royal has adopted:

International Building Code, 2021 edition with South Carolina Modifications

International Plumbing Code, 2021 edition with South Carolina Modifications

International Mechanical Code, 2021 edition with South Carolina Modifications

International Fire Code, 2021 edition with South Carolina Modifications

International Energy Efficiency Code, 2009 edition with South Carolina Modifications

International Fuel Gas Code, 2021 edition with South Carolina Modifications

International Residential Code, 2021 edition with South Carolina Modifications

National Electrical Code, 2020 edition with South Carolina Modifications

ICC A11.71 – 2017 Accessible and Usable Building and Facilities

International Property Maintenance Code, 2021 edition.

International Existing Building Code, 2021 edition.

All Inspection Requests Are Made To

843 986-2236

Requests are to include:

- **Permit Number**
- **Address**
- **Type of Inspection Requested**
- **Date Inspection Needed**
- **A \$50 re-inspection fee may be levied. Fee must be paid prior to re-inspection request**

TABLE 82-55: PARKS AND RECREATION DEVELOPMENT IMPACT FEE SCHEDULE, BY SERVICE AREA		
Housing Unit Size	North Beaufort County Parks and Recreation Service Area Impact Fee	South Beaufort County Parks and Recreation Service Area Impact Fee
1,000 sf or less	\$486	\$282
1,001 to 1,250 sf	\$590	\$353
1,251 to 1,500 sf	\$694	\$423
1,501 to 1,750 sf	\$798	\$470
1,751 to 2,000 sf	\$868	\$517
2,001 to 2,500 sf	\$1,006	\$588
2,501 to 3,000 sf	\$1,076	\$658
3,001 to 3,500 sf	\$1,180	\$705
3,501 to 4,000 sf	\$1,249	\$752
4,001 or more sf	\$1,319	\$776

TABLE 82-55a: PARKS AND RECREATION NORTHERN AND SOUTHERN FACILITY PROJECTS	
Northern Service Area Projects	Southern Service Area Projects
Burton Wells Park Expansion	Buckwalter Park Expansion
County Splash Pads and Aquatics Center/Park	M.C. Riley Complex Expansion
Passive Park Development and Construction	Daufuskie Island Park Improvements
Basal Green Complex Expansion	Outdoor Aquatics and Splash Pads Installation
Coursen-Tate Complex Expansion	Bluffton Center Expansion
Saint Helena Park Expansions	Passive Park Development and Construction
Community Center Expansions	Community Center Expansion
Small Park Expansion and Development	Recreation Field Development and Construction
Municipal Owned Park Facility Development and Expansions: Henry C Chamber's Park Spanish Moss Trail Port Royal Skate Park Washington Street Park Pigeon Point Park Southside Park	

TABLE 82-85: ROAD FACILITIES DEVELOPMENT IMPACT FEE SCHEDULE, BY SERVICE AREA		
Residential Development		
Housing Unit Size	North Beaufort County Road Facility Service Area Impact Fee	South Beaufort County Road Facility Service Area Impact Fee
1,000 sf or less	\$1,509	\$1,551
1,001 to 1,250 sf	\$1,896	\$1,939
1,251 to 1,500 sf	\$2,245	\$2,284
1,501 to 1,750 sf	\$2,516	\$2,585
1,751 to 2,000 sf	\$2,748	\$2,844
2,001 to 2,500 sf	\$3,135	\$3,231
2,501 to 3,000 sf	\$3,483	\$3,576
3,001 to 3,500 sf	\$3,754	\$3,835
3,501 to 4,000 sf	\$3,986	\$4,093
4,001 or more sf	\$4,180	\$4,309
Nonresidential Development		
Development Type	North Beaufort County Road Facility Service Area Impact Fee per 1,000 square feet	South Beaufort County Road Facility Service Area Impact Fee per 1,000 square feet
Retail	\$4,513	\$5,024
Office/Service	\$2,243	\$2,497
Industrial	\$905	\$1,007
Institutional	\$2,089	\$2,326

(c) The road facilities development impact fee shall be adjusted annually to reflect the effects of inflation on the costs for road facilities set forth in the road facilities development impact fee study and CIP. Prior to December 1 of each year, beginning in 2023, the development impact fee amount set forth in Table 82-85: Road Facilities Development Impact Fee Schedule, by Service Area, shall be adjusted to account for inflationary increases in the costs of providing road facilities using the Construction Cost Index calculated by the Engineering News Record (ENR). For each such adjustment, the road facilities development impact fees shown in Table 82-55 shall be multiplied by a fraction, the numerator of which is the ENR Construction Cost Index for the most recent month for which figures are available, and the denominator of which is the ENR Construction Cost Index for the period one year prior to the period reflected in the numerator.

Sec. 82-86. - Individual Assessment of Development Impact.

(a) In-lieu of calculating the road facilities development impact fees by reference to the fee schedule in Table 82-85: Road Facilities Development Impact Fee Schedule, by Service Area, a fee payor may request that the amount of the required road facilities development impact fees be determined by reference to an Individual Assessment of Development Impact for the proposed development.

TABLE 82-115: LIBRARY DEVELOPMENT IMPACT FEE SCHEDULE, BY SERVICE AREA		
Housing Unit Size	North Beaufort County Library Service Area Impact Fee	South Beaufort County Library Service Area Impact Fee
1,000 sf or less	\$225	\$151
1,001 to 1,250 sf	\$273	\$189
1,251 to 1,500 sf	\$321	\$227
1,501 to 1,750 sf	\$369	\$252
1,751 to 2,000 sf	\$401	\$278
2,001 to 2,500 sf	\$466	\$316
2,501 to 3,000 sf	\$498	\$353
3,001 to 3,500 sf	\$546	\$379
3,501 to 4,000 sf	\$578	\$404
4,001 or more sf	\$610	\$417

Sec. 82-116. - Individual Assessment of Development Impact.

- (a) In-lieu of calculating the library facilities development impact fees by reference to the fee schedule in Table 82-115, Library Development Impact Fee Schedule, by Service Area, a fee payor may request that the amount of the required library development impact fees be determined by reference to an Individual Assessment of Development Impact for the proposed development.
- (b) If a fee payor requests the use of an Individual Assessment of Development Impact, the fee payor shall be responsible for retaining a qualified professional to prepare the Individual Assessment of Development Impact that complies with the requirements of this section, at the fee payor's expense.
- (c) Each Individual Assessment of Development Impact shall be based on the same level of service standard and system improvement costs for library facilities used in the library development impact fee study and CIP, shall use the formula for calculating the development impact fees used in the library development impact fee study and CIP, and shall document the relevant methodologies and assumptions used. The burden shall be on the fee payor requesting the Individual Assessment of Development Impact to demonstrate by competent evidence that the data and assumptions used in the appropriate support study and reflected in Table 82-115: Library Development Impact Fee Schedule, by Service Area, is less accurate than the results of the Individual Assessment of Development Impact.
- (d) Each Individual Assessment of Development Impact shall be submitted to the Planning Director or a designee, and may be accepted, rejected, or accepted with modifications by the Planning Director or a designee as the basis for calculating library development impact fees. If an Individual Assessment of Development Impact is accepted or accepted with modifications by the Director or a designee as a more accurate measure of the demand for library facility system improvements created by the proposed development than the applicable fee in Table 82-115: Library Development Impact Fee Schedule, by Service Area, then library development impact fees due under this Ordinance shall be calculated according to such assessment.

TABLE 82-135a: FIRE FACILITIES DEVELOPMENT IMPACT FEE SCHEDULE FOR RESIDENTIAL DEVELOPMENT, BY SERVICE AREA		
Housing Unit Size	Bluffton Fire District Service Area	North Beaufort County Fire Service Area
1,000 sf or less	\$477	\$601
1,001 to 1,250 sf	\$600	\$742
1,251 to 1,500 sf	\$715	\$872
1,501 to 1,750 sf	\$791	\$1,001
1,751 to 2,000 sf	\$877	\$1,084
2,001 to 2,500 sf	\$991	\$1,260
2,501 to 3,000 sf	\$1,115	\$1,343
3,001 to 3,500 sf	\$1,191	\$1,473
3,501 to 4,000 sf	\$1,267	\$1,555
4,001 or more sf	\$1,315	\$1,649

- b. For nonresidential development, determine the fire hazard level of the development, and apply the fee schedule per 1,000 square foot of development in Table 82-135b: Fire Facilities Development Impact Fee Schedule for Nonresidential Development, assigning a fee of \$953 for each Equivalent Dwelling Unit (EDU) (or fraction thereof) in the Bluffton Fire District Service Area, and \$1,178 for each EDU (or fraction thereof) in the North Beaufort County Fire Service Area.. (For purposes of this article, fire hazard level means and refers to the extent to which a building or structure contributes to the demand for fire stations, facilities and apparatus, as set forth in the applicable capital improvements plan for the fire district, based on a variety of factors as set forth in Table 10-4A of the Fire Protection Handbook (National Fire Protection Association, 1992)). Fire hazard levels are defined as low hazard occupancies, medium hazard occupancies, or high hazard occupancies.

TABLE 82-135b: FIRE FACILITIES DEVELOPMENT IMPACT FEE SCHEDULE FOR NONRESIDENTIAL DEVELOPMENT				
Fire Hazard Level	Up to 1,000 sq ft	1,001 to 5,000 sq ft	5,001 to 10,001 sq ft	10,000 sq ft and larger
	Base Minimum	Additional per 1,000 sq ft		
Low Hazard	1.0 EDU	0.8 EDU	0.5 EDU	0.1 EDU
Medium Hazard	1.5 EDU	1.2 EDU	0.75 EDU	0.15 EDU
High Hazard	2.0 EDU	1.6 EDU	1.0 EDU	0.2 EDU

- (5) If an Individual Assessment of Development Impact is accepted, pay the fee based on the approved Individual Assessment of Development Impact.