



Building Codes Enforcement

PO Box 700 | Moncks Corner, SC 29461 | 843.719.7900 | monckscornersc.gov

SOG : 104	Related Policies: SOG Title: Certificate of Occupancy
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
<p>Applicable SC Statutes: Applicable SC Code of Regulations:</p>	
OSHA:	
NFPA Standard:	
Date Implemented: 10/26/18	Date of last revision :

PURPOSE: The purpose of the Certificate of Occupancy Issuance policy is to ensure all employees understand the process for issuance of a Certificate of Occupancy.

RESPONSIBILITY: Responsibility will be as outlined in the procedure.

PROCEDURE:

1. COs are issued by the Building Department within 3 business days of completion. Completion is defined as all approvals from other departments, submission of all required paperwork and final inspection.
2. All final inspections must be approved before issuance of the CO unless there are circumstances approved by the Chief Building Official to allow a Temporary CO to be issued.
3. Coordination with other entities listed on the permit file is required prior to final approval for CO.
4. Approvals from other entities as described in Meritage are required prior to issuance of the CO.

5. Once all inspections are complete, all fees paid, and all documentation is submitted and approved, the Chief Building Official will review and sign the CO.
6. All commercial permits will require an electronic set of as built plans prior to CO.
7. CO's will be emailed to the permit holder upon request or will be held at Town Hall for pick up.