



## General Order of Operations for a Residential Structure

1. Zoning Application, [click here](#), to receive a Town of Meggett Zoning Permit for a Residential Structure: *any structure for residential use, i.e.: home, shed, carport, pool, generator, etc.*
2. If you have a General Contractor (GC), skip step #2:  
If you are Self-General Contracting you MUST complete the following for Charleston County Building Services (843-202-6930) [Residential Owner Disclosure Form](#). This form MUST be:
  - a. First, Notarized (Meggett Town Hall Staff are notaries if need)
  - b. Second, record the form with Charleston County ROD office located at 101 Meeting St #200, Charleston, SC 29401 There is a fee, no debit/credit cards accepted.
3. If you have a GC they need to apply for a Town of Meggett Business License once the zoning permit is issued before submitting for Construction Plan Review with the county, [click here](#) for the application.
4. Apply through Charleston County Building Services for Construction Plan Review, Building Permits & Inspections:
  - a. Charleston County Building Services Portal.
    - i. Create and account with Charleston County Permit Portal, [click here](#).
    - ii. Apply for Construction Plan Review
      1. Building Plans
      2. Elevation Cert. (if in a flood zone)
      3. Owner Disclosure Form
      4. Zoning Permit
    - iii. Pay invoice for Construction Plan Review, they will email you an invoice once the payment amount has been calculated.
    - iv. If needed, Comments will be emailed to you for corrections or additional information.
    - v. Once Construction Plan Review is approved you will apply for your Building Permit through portal
  - b. All Contractors need to apply for Town of Meggett Business License prior to applying for trade permits through Charleston County Building Services.
    - i. They may apply in person at Town Hall or online by clicking [here](#).
    - ii. Payment via email link or in person at Town Hall
    - iii. Business License is emailed to the applicant and Building Services once payment is received.
  - c. As the "Self GC" contact, you will use Charleston County Building Services Portal to schedule inspections.