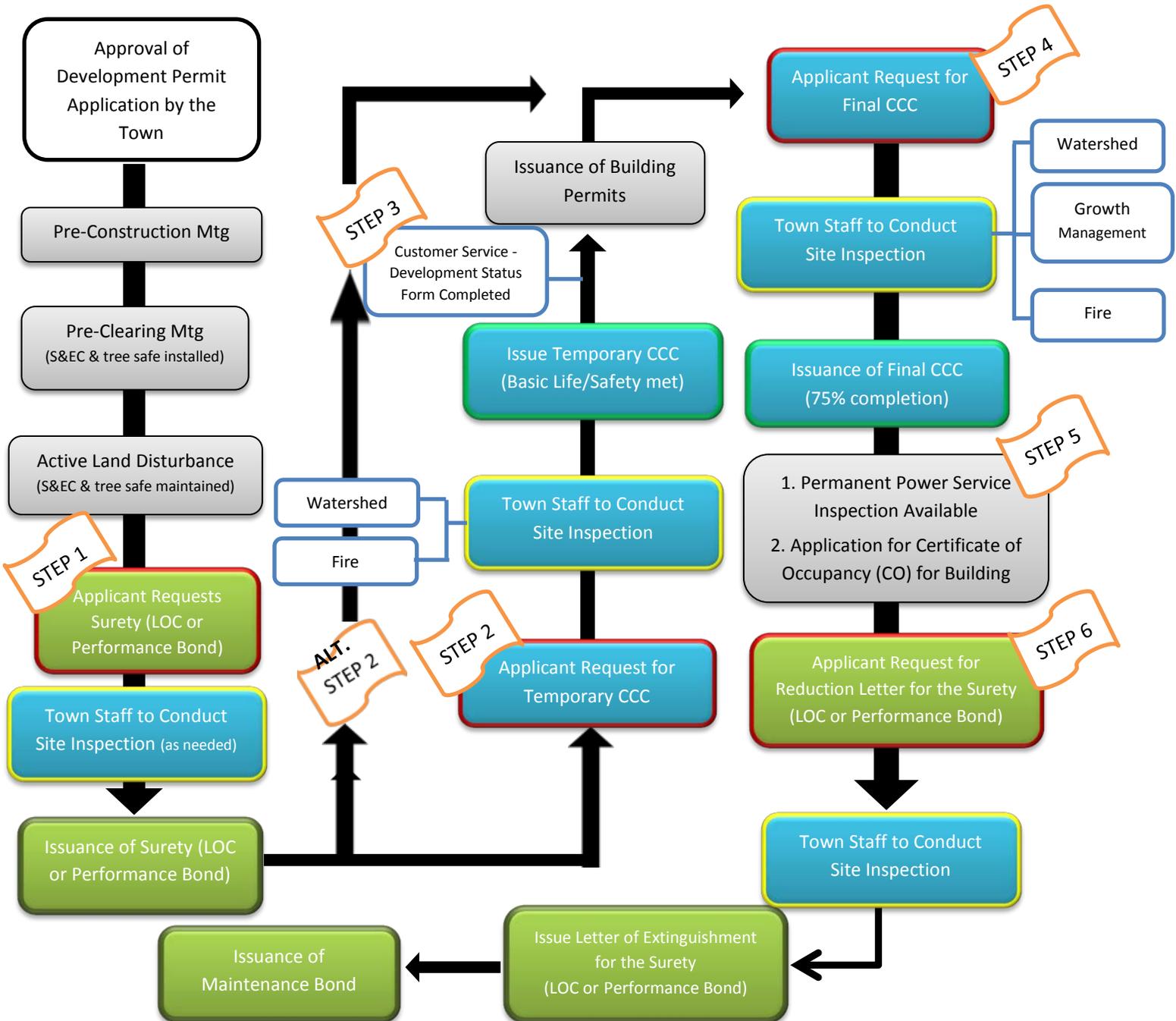


TOWN OF BLUFFTON



Certificate of Construction Compliance (CCC) Flow Chart & Process Narrative

All Certificate of Construction Compliance applications require a minimum of five (5) business days to process.



Certificate of Construction Compliance Required

As per Section 3.14.4 of the Town of Bluffton's Development Standards Ordinance, a development may not receive a Certificate of Occupancy until a Certificate of Construction Compliance (CCC) has been obtained from the Town of Bluffton. For any projects which are phased as part of the overall Development or Subdivision Plan approval, each phase must be able to function alone with all required infrastructure including but not limited to access drives, parking, drainage facilities, utilities, and required landscaping/tree planting.

Certificate of Construction Compliance Application Process

Step 1 – Surety (LOC or Performance Bond)

Upon receipt of a development permit, the applicant has the option of submitting a Surety application for uncompleted infrastructure. If a Surety is provided, applicant may be issued a Temporary CCC and lots may be platted. If Surety has been provided, the development may then be put into phases or subdivided with each phase/subdivision to be issued its own surety plan. Sureties expire one (1) year from the date of issuance and will need to be renewed or re-issued until the phase/subdivision has received its Final Certificate of Construction Compliance.

Step 2 – Temporary Certificate of Construction Compliance (optional) - valid for one (1) year

Upon approval of the Surety application and installation of basic infrastructure, the applicant may apply for a Temporary Certificate of Construction Compliance when the site meets Basic Life/Safety requirements. Processing of this request requires a minimum of five (5) business days. Staff will review the application for completeness and perform site-inspections to verify compliance with applicable provisions of the Certificate of Construction Compliance. The following minimum standards are required for the approval of the Temporary Certificate of Construction Compliance:

- i. Watershed Management Review
 - a. All application requirements are met
 - b. Approved surety (LOC or Performance Bond) must be in place for the approved phase/subdivision
 - c. Infrastructure complete per approved development plan
 - d. Construction permits for utilities (electric and water/sewer)
 - e. Plan set for completed installation of stormwater infrastructure
 - f. Installation of temporary sediment and erosion control BMP's
 - g. Partial site stabilization where applicable
- ii. Bluffton Township Fire Department (BTFD) Review
 - a. Minimum access for emergency vehicles (per BTFD, crush and run is the minimum standard for emergency vehicle access)
 - b. Fire hydrants installed and operating
 - c. Street/road signs for purpose of locating emergency and identifying naming accuracy

Temporary Certificate of Construction Compliances expire one (1) year from the date of issuance and need to be reviewed annually and re-issued as needed with appropriate Sureties.

Step 3 – Development Status Form & Building Permits

Following approval of the Temporary Certificate of Construction Compliance, the Development Status form may be completed acknowledging that a Final Certificate of Construction Compliance is necessary prior to conducting the Permanent Power Service and Certificate of Occupancy inspections. Following completion of this form, building permits may be issued.

Step 4 – Final Certificate of Construction Compliance - (approximately 75% completion)

Upon approval of the Surety request, the applicant may request the Final Certificate of Construction Compliance. Processing of this request requires a minimum of five (5) business days. Staff will review the application to ensure that the Phase can function alone with all required infrastructure including, but not limited to, access drives, parking, drainage facilities, utilities, and required landscaping/tree and perform site-inspections to verify compliance with applicable provisions of the Certificate of Construction Compliance. The following minimum standards are required for the approval of the Certificate of Construction Compliance:

- i. Watershed Management Review
 - a. Two Completed sets of approved plans and digital files of the as-built drawings with a sealed certification indicating accurate site conditions of pavements, parking spaces, drainage systems, and utilities
 - b. Affidavit from engineer – stamped and signed stating that all work has been completed and is consistent with the applicant’s Development Permit
 - c. Documentation and digital file that sets forth ownership and maintenance for infrastructure improvements, amenities, and open space, as required
 - d. Applicable agencies’ final certification(s) to operate and digital file(s) (DHEC, OCRM, SCDOT, Beaufort County, Etc.)
 - e. Final Site stabilization
- ii. Growth Management Review
 - a. Temporary address is posted on home or lot (lot numbers only are not sufficient)
 - b. Certification of compliance with approved landscaping and tree planting plan by a registered landscape architect or a landscape contractor
 - c. Approved Development Plan followed
- iii. Bluffton Township Fire Department (BTFD) Review
 - a. Roadways are compliant with approved Development Plan
 - d. Permanent street/road signs for purpose of locating emergency and identifying naming accuracy

Step 5 – Permanent Service and Certificate of Occupancy

Following Final CCC issuance, applicant can apply for Permanent Power Service inspection to be followed by a Certificate of Occupancy inspection to include installation of final address on the building.

Step 6 – Surety Reduction and/or Extinguishment

Following Final CCC, applicant can apply for a reduction and/or extinguishment of Development Surety and establish a Maintenance Bond for one (1) year.