



TOKI

As-Built Drawing Policy & Procedures

Policy Title: As Built Drawings
Policy number: 2025-07-10
Effective Date: September 15, 2025
Approved By: Bruce D. Spicher

Purpose:

To ensure that all constructed building elements, especially those projecting beyond the main structure (e.g., balconies, bay windows, roof overhangs, cantilever sections, mechanical units, awnings), conform to approved building and zoning regulations.

Scope:

This policy applies to all new construction and projects that alter the original footprint of a building, as well as building projections that are part of the design.

Requirements:

I. As-Built Drawing Submittal:

- a. Upon completion of construction, a set of as-built drawings must be submitted that accurately represents all final building conditions, including all exterior projections.

II. Project Details Must Include:

- a. Type of projection (e.g., balcony, canopy, cantilever, overhangs)
- b. Dimensions and extent (horizontal and vertical)
- c. Distance to required setbacks
- d. Lot coverage details
 1. Structure
 2. Driveways
 3. Parking
 4. Walkways

III. Format

- a. Must be prepared and stamped by a South Carolina registered surveyor.
- b. Submitted in a PDF format



IV. Timeline

- a. As-Built drawings must be reviewed and approved before the issuance of a certificate of occupancy or the final approval of a project where there was a change in the building footprint.
- b. As-Built drawing must be submitted within 30 days after the completion of construction.

Review and Compliance:

The building and zoning departments shall review all as-built drawings for:

- Consistency with approved plans
- Compliance with zoning setbacks and easement restrictions
- Encroachment into public space or adjacent properties

Non-Compliant Submittals:

Any deviations from the approved set of drawings must be:

- Justified with an explanation
- Corrected or retroactively permitted if within legal allowances
- Presented to the Board of Zoning Appeals for a variance
- Subject to penalties or removal

Exceptions:

- Temporary structures are excluded unless otherwise specified