



Authorized Builder on Daniel Island

(Approval Process)

1. Authorized Builder (A lot owner wanting to use a non-approved builder to build their personal residence):
 - a. Initial Inquiry:
 - i. The ARB must receive a Written Request from Property Owner. This request may be mailed or emailed to:

Mary Stuart Sutton – ARB Administrator
Daniel Island Architectural Review Board
130 River Landing Drive, 1-C
Charleston, SC 29492
(or)
Marystuart.Sutton@dcommunity.org
 - ii. Once Property Owner Request is received by the ARB office, an email will be sent including the following items:
 - i. Application Letter
 - ii. Builder Program Application
 1. Complete all schedules required in the application. Some of these include but are not limited to: the Builder's portfolio, company financials, Builder License, References, List of Subcontractors and vendors, Insurance, etc...
 - c. Once the ARB has received the application:
 - i. The ARB will confirm that all schedules to the application are attached. Incomplete applications will not be reviewed and will not be put on file. Again, applications must be complete, including the \$2,000 nonrefundable application fee.
 - ii. The ARB will complete reference checks on Subs/Vendors and financial institutions.
 - iii. The ARB will confirm that Insurance Certificate lists all required additional insures.
 - d. If approved, the ARB will send the Builder Program Master Agreement, an Authorized Builder Acknowledgment letter, and the Builder Program Policies and Procedures
 - i. If Builder is constructing personal residence, Builder must complete Exhibit D
 - e. Once documents are signed by the owner and the Builder they must be returned to the ARB office. No copies or faxes, originals only.
 - f. Once documents are signed by Daniel Island, all documents will be scanned and all parties involved will be provide electronic copies of all. The originals will be kept in the Builder file.

GENERAL NOTE: *The ARB office will not stamp any plans until a Builder has been selected and approved. All fees and deposits must be paid prior to plans being stamped.*