

RICHLAND COUNTY COMMERCIAL PLAN REVIEW SUBMITTAL GUIDELINES

Before starting any commercial projects please contact the Zoning and Land Development Divisions for information concerning verification of proper jurisdiction, permitted zoned use requirements, site and landscaping plans. Please see contact information listed below.

In the interest of providing the best service possible for the construction plan review process, this information is provided to assist you in preparing your construction plan submittals. Please read carefully in order to insure complete submittal packages and to avoid any review delays due to required re-submittal. ***Please contact the Building Codes and Inspections Department at (803) 576 2140 for any questions you may have before submitting your plans.***

NEW CONSTRUCTION: You will need – Two sets of complete construction drawings, signed and sealed by South Carolina registered architects and/or engineers. Site plans must identify the location of the proposed structure, any existing structures, offsets to property lines or other structures, parking facilities and easement locations. Please check with the Land Development Division (***contact information below***) for all site/landscaping submittal requirements. ***Please note, if your new construction is less than 5000 square feet (total area) and is NOT an Assembly, Institutional, Educational or Hazardous occupancy classification, the plans do not require an architect or engineer's seal. However, all plans must contain full code summaries and all other specific information required by the building codes.*** Richland County has adopted the 2006 International Building, Mechanical, Plumbing, Fire, Energy Conservation, 2003 ANSI A 117.1 (accessibility) and the 2008 National Electric Code.

ADDITIONAL ITEMS: If your building is a “pre-engineered” structure, you will need a Letter of Certification from the building manufacturer’s S.C. registered engineer. If your building requires an alarm or sprinkler system, you will need the Fire Marshal’s approval letter (***contact information below***). All new construction requires a “Soil Letter” provided with the project, an energy statement for the building envelope, mechanical and electrical portions of the project along with Water, Sewer and Department of Transportation encroachment approval letters.

ADDITION TO AN EXISTING STRUCTURE: All the requirements of “New Construction” (see above) apply to additions except a Dept. of Transportation approval letter will not be required unless new driveways are being added.

INTERIOR RENOVATIONS: The requirements are the same as “New Construction” (see above), except soils, water, sewer and D.O.T. letters may not be required. Minor renovations may have less plan requirements or may not require plans. Contact the Building Codes and Inspections Department for a determination for your specific project prior to submitting your permit application.

QUESTIONS & CONTACT INFO:

Questions concerning Zoning please call:

Zoning Division - (803)-576-2180

Questions concerning land development of commercial projects, site plan reviews and subdivisions please call:

Development Services Division - (803)-576-2178.

Questions concerning fire safety, fire alarm and fire sprinkler plans contact call:

Richland County Fire Marshal Office - (803)-782-1722

Questions concerning commercial building plan reviews please call:

Commercial Plan Review Division - (803)-576-2169

Questions concerning building permits, contractors licensing requirements, permit fees and construction plan review fees contact call:

Permits Services Division – 803 576-2140

Your assistance in providing the correct submittal packages will help reduce the review time and help expedite the permit approval process.