

COMMERCIAL PLAN REVIEW  
SUBMITTAL GUIDELINES

Before starting any commercial projects please contact the Zoning and Land Development Divisions,(803) 576-2180, for information concerning verification of proper jurisdiction, permitted zoned use, site and landscaping plans.

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 resubmittal. Please contact the Building Codes and Inspections Department, (803) 576-2140, for any questions you may have before submitting your plans.

## **NEW CONSTRUCTION**

### **Complete submittal packages shall include:**

- Elevation Certificate if within a flood plain. (If you are unsure, please contact our Floodplain Coordinator at (803) 576-2150.
- Set of Plans (electronic submissions preferred): construction drawings, mechanical, electrical, plumbing, floor, life safety plan, COM Checks, full code summary, signed and sealed by a South Carolina registered architects and/or engineers. (When required) (see NOTE below)
- COM Check –please refer to the US Department of Energy website <http://www.energycodes.gov/comcheck/>
- 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, (803) 576- 2180 for all site/landscaping submittal requirements.
- 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.

### **Richland County has adopted the following codes effective January 1,2020**

- 2018 South Carolina Building Code or the 2018 International Building Code with SC modifications
- 2018 South Carolina Residential Code or the 2018 International Residential Code with SC modifications 2018 South Carolina Fire Code or the 2018 International Fire Code with SC modifications
- 2018 South Carolina Plumbing Code or the 2018 International Plumbing Code
- 2018 South Carolina Mechanical Code or the 2018 International Mechanical Code with SC modifications 2018 South Carolina Fuel Gas Code or the
- 2018 International Fuel Gas Code with SC modifications
- 2009 South Carolina Energy Conservation Code
- 2017 National Electrical Code (NFPA 70) with SC modifications

Here is a link to all of the mandated codes by the State of South Carolina and the modifications to those codes. <http://www.llr.state.sc.us/POL/BCC/>

## **ADDITIONS**

All the requirements of "New Construction" (see above) apply to additions except a Department 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 Department of Transportation 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 and plans.

## **CHANGE OF USE OR OCCUPANCY**

No change shall be made in the use or occupancy of any building that would place the building in a different division of the same group of occupancies or in a different group of occupancies, unless such building is made to comply with the requirements of the currently adopted code(s).

All of the requirements for "New Construction" may apply.

## **SPECIAL INSPECTIONS**

A statement of special inspections complying with Chapter 17 of the Carolina Building Code, 2018 edition shall be provided.

## **DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE**

When it is required that documents be prepared by a registered design professional, the owner shall engage and designate on the permit application a registered design professional who shall act as the registered design professional in responsible charge. (Reference: IBC section 107.3.4)

## **DEFERRED SUBMITTALS**

Where approved, the registered design professional in responsible charge shall list the deferred submittal documents for review by the building official. Documents for deferred submittal items shall be submitted to the registered design professional in responsible charge who shall review them and forward to the building official with a notation indicating that the deferred submittal documents have been reviewed and found to be in general conformance to the design of the building. The deferred submittal items shall not be installed until the deferred submittal documents have been approved.

## **ADDITIONAL ITEMS:**

If your building is a "pre-engineered" structure, you will need a Letter of Certification from the Building's manufacturer's S.C. registered engineer. If your building requires an alarm or sprinkler system, you will need the State Fire Marshal's approval letter (contact information below).

SC DHEC Regulation 61-86.1 states that prior to any demolition or renovation at a regulated facility (any commercial building), a thorough inspection must be done to detect any asbestos-containing materials. Please contact SC Department of Health and Environmental Control, Asbestos Section at (803) 898-4289.

## **QUESTIONS & CONTACT INFORMATION**

**Zoning Division** (803) 576-2180 (setbacks, zoning, land use)

**Development Services Division** (803) 576-2178 (land development, site plans & subdivisions)

**Fire Marshal Office** (803) 518-5077 (fire safety, fire alarm & fire sprinkler plans)

**Commercial Plan Review Division** (803) 576-2156 (commercial building plan reviews)

**Permits Services Division** (803) 576-2140 (building permits, permit/plan review fees, inspections)