



Calhoun County

Commercial Permit Submittal Requirements

1. Permit Application (filled out completely).
2. 1 Paper copy and 1 Digital copy of Plans drawn to sufficient detail to verify Code Compliance, Life Safety, and ADA. If the Building is an Assembly, Education, Institution, or Hazardous use (*regardless of size or scope of work*), or 5,000 sq. ft. or more, plans must be prepared by a Licensed Design Professional, which may include both an Architect or Engineer registered in South Carolina. The preparer of the plans must identify themselves by signing the drawings. A Design Professional must include their SC seals.
3. Civil Site Plans as required and approved Storm Water plans.
4. Site Plan drawn to scale showing actual dimensions and shape of property, the exact location of all existing structures and the exact location of the proposed structure/addition, driveways, and any other appurtenances present.
5. Special inspection report (required inspections, if any, and party to preform inspection).
6. 2 copies of ComCheck or other approved method of verifying Energy Compliance.
7. A Manual D or ACC 183 ASHRE 90.1 for HVAC and verification of lighting compliance.
8. 911 address Verification from Calhoun County.
9. Contractor and Subcontractor list (include a copy of Contractor license).
10. Notarized letter of authorization from Contractor if anyone other than Contractor obtains the building permit.

Additional items may be required or requested by the Building Official at the time of submittal.