

**CALHOUN COUNTY BUILDING & PLANNING  
102 COURTHOUSE DR  
ST MATTHEWS, SC 29135**

**Phone (803)874-4201**

**Fax (803)874-1476**

## Commercial Permit Submittal Requirements

All documents must be submitted at the **same** time. This checklist will be verified upon submittal.

- \_\_\_\_ 1. Building Application
- \_\_\_\_ 2. Plat Survey –Showing the location of the new structure, any bodies of water, all structures on the lot, and distances from the property lines
- \_\_\_\_ 3. Plans –Must include all needed information from the Guidelines. (3sets)
- \_\_\_\_ 4. Water and Sewer approval from DHEC
- \_\_\_\_ 5. Copy of Contactors license.
- \_\_\_\_ 6. COMcheck ( Link to obtain this is <https://energycode.pnl.gov/COMcheckWeb/> )

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office Clerk

\_\_\_\_\_  
Date

## BUILDING PERMIT APPLICATION

Permit No.	Receipt No.	Permit Fee	Date Permit Issued			Issued By
		\$	Month	Day	Year	

LOCATION OF IMPROVEMENT						
Address - Street No.		Street Name				
City	Zip	Map #	Sub block	Block	Parcel #	

NAME	MAILING ADDRESS	ZIP CODE	TELEPHONE	LICENSE NO
OWNER				
ARCHITECT				
GEN. CONT.				

### SELECTED CHARACTERISTICS OF WORK

- NATURE OF WORK**
- 1. New Building
  - 2. Addition
  - 3. Alteration
  - 4. Repair/Replacement
  - 5. Demolition
  - 6. Moving/Relocation
  - 7. Foundation Only

- | IF RESIDENTIAL                                  | UNITS |
|---|-------|
| <input type="checkbox"/> 1. One Family          | 1     |
| <input type="checkbox"/> 2. Duplex              | 2     |
| <input type="checkbox"/> 3. Apartment           |       |
| <input type="checkbox"/> 4. Condominium         |       |
| <input type="checkbox"/> 5. Dorm/ Rooming House |       |
| <input type="checkbox"/> 6. Other (Specify)     |       |

**DESCRIPTION OF WORK**

- TYPE OF OCCURRENCE**
- 1. Assembly
  - 2. Business
  - 3. Educational
  - 4. Hazardous
  - 5. Factory - Industrial
  - 6. Institutional
  - 7. Mercantile
  - 8. Residential
  - 9. Storage

- PRINCIPAL TYPE OF FRAME**
- Type 1 - Fireproof
  - Type 2 - Fire Resistant
  - Type 3 - Heavy Timber
  - Type 4 - Non-Combustible
  - Type 5 - Ordinary Construction
  - Type 6 - Wood Frame

SOURCE OF WATER SUPPLY \_\_\_\_\_ SOURCE OF SEWAGE DISPOSAL \_\_\_\_\_

UTILITY PROVIDER \_\_\_\_\_

TYPE OF WORK	VALUE	CONTRACTOR
Building		
Electrical		
Plumbing		
Heating		
Air Conditioning		
Other (Excluding Land)		
<b>TOTAL</b>		

### FLOOD PLAIN DATA - COMPLETE ONLY IF SITE WITHIN 100 YEAR FLOOD PLAIN

Zone \_\_\_\_\_ Elevation of 100 Year Flood \_\_\_\_\_ Feet | First Floor Elevation Above Sea Level \_\_\_\_\_ Feet

Zoning Approval	Subdivision Approval	Storm Drainage Approval

### AFFIDAVIT OF APPLICANT

1. No work will be started before permit card is posted or continued if the permit card is destroyed, lost or stolen.
2. No work is to be continued if permit card is destroyed, lost or stolen.
3. Contractor and subcontractors will secure (if required) a business license before beginning any work.
4. This permit is void if job is not started within 6 months of application date.
5. I will be responsible and will pay for the business license of any contractor or subcontractor doing work on this project if found without a license.
6. The undersigned owner or agent understands that the approval of this application does not constitute a privilege to violate any applicable governmental ordinances, codes, or laws, and that any omission of or misrepresentation of fact with or without intention of the undersigned or any alteration or change from this application without approval of the Building Official, shall constitute

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

**DO NOT WRITE IN SHADED AREAS**

**sufficient ground for the revocation of any permit issued which was based on the approval of this application. This permit does not authorize any encroachment upon public property.**

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**Signature of Applicant**

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**Address**

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**Date**

# **Commercial Plans Submittal Requirements**

## **SITE APPROVAL**

Present a copy of the recorded plat of your property to the Building Department. Your plat will be reviewed by the Building Official and/or Planning Administrator to determine if the property is suitable for the type of construction you are proposing. Items such as drainage, easements, set-backing, etc., will be checked for compliance with building codes and County ordinances. Once you have site approval, you will need to apply to DHEC for a soil evaluation test. (If this element is part of the proposed structure).

## **Commercial Plan Review Required Days**

1. On the day that the plans are submitted they will be stamped and the time for first review will start the next business day.
2. First review of submitted documents will take from 7 to 10 working days. This also depends on the work load of the department but we will do all we can to follow this time line.
3. If items on the first review need to be submitted for a second review, we will inform you as soon as the first review is completed.
4. The second review will take 5 working days starting the day after the new information is submitted.

### **Note:**

**All items on the plan review list shall be submitted and approved before a permit is issued.**

## **Commercial Plan Review Guidelines**

### **Site Plan:**

1. Shall be fully dimensioned.
2. Show building as it is to be constructed on the lot with dimensions to all property lines and other structures on the lot.
3. Show all easements and right of ways.
4. Show water, sewer, and electrical points of connection.
5. Any existing utilities on the site.
6. Show all drainage, parking and related grading information.
7. Shall be signed and sealed by a South Carolina Licensed Land Surveyor.

## **Plan Requirements**

1. All design professionals shall be licensed in the state of South Carolina
2. Each page of the drawings must be signed by a South Carolina licensed or registered professional as required by state law.
3. Plans shall be complete and consist of architectural, structural, electrical, plumbing, life safety, mechanical (if these elements are part of the proposed structure) and supportive data
4. Confirmation that the proposed structure meets the Energy Code
5. Schedule of any special inspections and qualifications of inspection agency performing inspections
6. All changes to project scope of work and changes that impact the building code shall be submitted to the Building Official by the Primary Professional having responsibility.

### **Note:**

1. The above is a basic list of requirements for information submitted for review. The Building Official may request additional information as needed during the review process.

## **BUILDING PERMIT**

Prior to any construction, you must first obtain a building permit from the Building Department.

## **YARD CARD**

A yard card will be issued and must be displayed at the job site in a readily visible location (protection from the weather will be needed). Site address must be posted at the site. All inspection notices will be left where the yard card is posted unless someone is at the job site to receive the notice.

## **Requirements for Scheduling Inspections**

1. 24-hour notice is required for all inspection requests. With the following information needed when scheduling the inspection.

- a. Address
- b. Permit Number
- c. Type inspection requested
- d. Name of contractor
- e. Contact number

**NOTE:**

**Times for inspections are not guaranteed. We will do our best to tell you if the inspection is going to be before or after lunch. Our normal times for inspections will be between 9:00 and 12:00 and 2:00 and 4:30.**

**INSPECTIONS**

A series of inspections must be made on the project during construction. It is up to the contractor/owner to schedule these inspections by contacting the Building Department. When requesting an inspection, please be ready to furnish the permit number and/or the name in which the permit was issued. The Building Department will make every effort to make inspections promptly and no later than 24 hours after they are called in and the results will be left at the job site. The Building Department does **NOT** call the owner/applicant with the results of the inspection.

**CORRECTIONS REQUIRED**

If any inspection reveals that a correction is required, the inspector will leave a copy of the necessary correction/corrections at the job site. The corrections need to be performed before any other work continues. You must call for a re-inspection! You will receive one re-inspection free. Additional re-inspections are \$50.00 each.

It is important to know that just because you have been allowed to proceed after an inspection that everything may not be perfect. There may be additional corrections required if the inspector finds another problem during another inspection, even if it pertains to a previous inspection. Every effort is made to avoid this happening. The contractor is also responsible to ensure that all codes are met.

**LICENSE AND PERMITS REQUIRED**

Contractor and sub-contractors must be licensed by the State of South Carolina and on file in the Building Department. Permits for all trades must be issued prior to the starting of any work.

**CODES ENFORCED**

1. 2015 International Building Code, 2015 International Plumbing Code, 2015 International

Mechanical, Fuel Gas, and Fire Codes; **2009** South Carolina Energy Code \*

2. **2014** National Electrical Code. \*
3. Latest edition of **ICC/ANSI A117.1**
4. All Calhoun County Ordinances as they apply to a proposed project.

\*All South Carolina amendments to these codes apply. \*