

COMMERCIAL PERMIT SUBMITTAL INFORMATION

- Civil drawings (drainage, landscape, site plan) – submit **two** hard copies and **one** digital copy. Please note that any properties located within the MS4 storm water regulated area must submit civil drawings to the engineering department and receive approval prior to submitting drawings to the building department.
- Construction drawings (architectural and structural) – submit **one** hard copy and **one** digital copy.
- Digital drawing submittals should be in .pdf format and should be submitted on a CD.
- Hard copies will be stamped by the county and returned upon approval. The stamped copy should be kept at the construction site for use by the inspectors.
- All plans submitted shall be sealed by design professionals that are registered in the State of South Carolina.
- A \$25 administrative fee and \$200.00 plan review deposit must be submitted for any commercial project where the cost of construction exceeds \$100,000. All other projects only require the \$25 administrative fee.
- Your application is valid for a period of 180 days from the submission date. Failure to pick up and pay for the permit within that time frame will result in denial of your application. After 180 days, you will be required to resubmit for a new permit.
- A septic tank letter or sewer availability letter must accompany all building permit submissions (BCW&SA 572-4400, DHEC 719-4649, City of Goose Creek 824-2200, Town of Moncks Corner 719-7900, Summerville Public Works 871-0810 and Charleston Water System 727-6869).
- If the property is located in the Santee Cooper Dam Breach Area, a Berkeley County Elevation Certificate for Santee River Dam Break Flood Zone is required prior to permit approval. Contact Santee Cooper for this form.
- If the property is located within a FEMA flood zone, elevation certificates prepared by a surveyor or engineer must be provided. FEMA requires 3 elevation certificates during the building process. The 1st certificate is based on construction drawings and is due at the time of permit submission. The 2nd is the lowest flood elevation due prior to vertical framing. The 3rd is the final elevation certificate due before a Certificate of Occupancy will be issued.

CONSTRUCTION DRAWING REQUIREMENTS

- All structures must be built in conformance with the following codes plus SC amendments and these codes must be noted on the drawings. See the South Carolina Labor and Licensing website for the SC amendments:
 - **2012** - International Building Code (IBC), International Plumbing Code, International Mechanical Code, International Fuel Gas Code, International Fire Code
 - **2011** – National Electrical Code
 - **2009** – International Energy Conservation Code (IECC)
- The plans shall have a code analysis indicating the occupancy classification, construction classification, allowable and actual height and area, occupant load, fire resistance ratings, maximum travel distance and egress requirements.
- The proper wind design category must be determined by the design professional and noted on drawings.
- Structures must be designed to at least seismic D category. Foundation and soils investigation may dictate an increase in seismic design.
- Provide a foundation and soils investigation report per section 1803 of the IBC.
- A statement of special inspections as required by 1704.3 of the IBC must be submitted with the drawings.
- Plans must include construction details of load bearing and non-load bearing interior and exterior walls, roofs, ceilings and floors. Details need to show specific methods for anchoring and bracing, types of materials, types of connectors and any information that is pertinent for the construction to meet the wind and seismic requirements.
- Separate plans shall be submitted for each building service (mechanical, electrical, plumbing, sprinkler, fire alarm, etc.). Details for bracing against wind and seismic must be included.
- Documentation showing compliance with the IECC must be submitted. Submit COMcheck reports covering the building envelope, interior lighting, exterior lighting and HVAC as applicable.
- While a sprinkler permit is required with Berkeley County, sprinkler drawings are not reviewed by the Berkeley County Building Department. All sprinkler drawings should be submitted for review to the State Fire Marshall's office. Once a notice of approval is received from the state, please submit that approval along with a hard copy and digital copy of the sprinkler drawings to Berkeley County for the sprinkler permit.
- Site plans shall indicate setbacks, the amount of impervious surfaces, parking, buffers, and detailed landscape plans.
- Civil and storm water management plans shall include an erosion and sediment control plan, grading and storm water drainage plan, storm water details and calculations, utility plans, rights-of-way, easements, and encroachments.

A CERTIFICATE OF OCCUPANCY WILL NOT BE ISSUED UNTIL THE PERMITTING DEPARTMENT RECEIVES THE WATER & SEWER TAP RECEIPTS AND/OR FINAL DHEC APPROVAL FOR SEPTIC, ALL APPLICABLE FEMA ELEVATION CERTIFICATES, AND VERIFICATION THAT ALL FEES HAVE BEEN PAID.