

**Georgetown County Planning & Development
Building & Zoning Divisions
129 Screven Street
Georgetown, SC 29440**

***Building Division
Mike Young
Building Official

(843) 545-3116***



***Zoning Division
Joanne Ochal
Zoning Administrator

(843) 545-3602***

COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST

Date Submitted _____

Project Name _____

Address _____

Tax Parcel # _____

Flood Zone _____ Zoning District _____

When you submit your building permit application for a commercial structure, you must use the following checklist to determine if your application is complete. Only complete applications will be accepted. If any of the applicable items are answered "No", do not submit your permit application or any construction documents. Please initial each item once you have confirmed the document is in your submittal package.

Only complete applications will be accepted for processing. Incomplete submittals will not be accepted.

The following items are required prior to submitting your application for review. Answer Yes or No for each item and initial.

Commercial Building Permit Application Checklist

THE FOLLOWING ITEMS ARE REQUIRED FOR PLAN REVIEW	Yes	No	Initial	Office Use Only
<p>1. 2 complete sets of legible plans. Must be drawn to scale and a minimum scale of ¼" – 1'-0". Plans cannot be reviewed if copyright violations exist. Building plans must be stapled together prior to submittal. No loose sheets. A stapler is located in our lobby at the plan table.</p> <p>Complete plans are all of the following sheets. If one sheet is missing the plans are considered incomplete and cannot be reviewed. Please initial.</p> <p>_____ A. Floor Plan _____ B. Elevation Views _____ C. Foundation Plan _____ D. Electrical Plan _____ E. Mechanical Plan _____ F. Plumbing Plan _____ G. Structural Plan _____ H. Energy Plan and Energy Code Compliance Worksheet</p> <p>Note: PDF's are required prior to issuance of permit and should be emailed to the plans examiner</p>				
2. Site plan drawn to scale. The site plan must show lot and building setback dimensions; Footprint of structure (including decks, HVAC units, etc.)				
3. Tree plan. Tree plan must indicate all trees on lot and trees to be removed. A tree plan must be submitted detailing all required trees according to the requirements of the Georgetown County Zoning Ordinance.				
4. Landscape Plan. A landscape plan must be submitted detailing all required landscaping requirements as set forth in the Georgetown County Zoning Ordinance.				
5. Parking Plan. A parking plan must be submitted detailing all parking spaces required by the Georgetown County Zoning Ordinance.				
6. Public Water and Sewer approval. If public water and sewer is approved for this site please provide receipts from Water and Sewer District that all fees have been paid. If on septic tank, please provide septic tank permit from DHEC.				
7. If your commercial project is located in a flood zone, please proceed to checklist item # 7. If your commercial project is not located in a flood zone, please proceed to question # 11. Elevation Certificate. If your property is located in a special flood hazard area (AE or VE zone) you are required to submit an original flood elevation certificate signed by a S.C. registered surveyor dated within 12 months of submittal date.				
8. Three Party Memo. A 3 party memo from Georgetown County must be submitted for any property located in an AE or VE flood zone. Memo must be signed by owner, contractor and designer.				
9. V-Zone Certification Worksheet. If your property is located in a V-Zone, a V-Zone Certificate is required or check n/a <input type="checkbox"/>				

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<p>10. Measuring height in a flood zone. If your property is located within a flood zone, please be aware that the maximum height of your structure is 35 feet above base flood elevation. Height is measured from base flood elevation to mean roof height. Provide this information drawn to scale and labeled on your elevation drawing or wall section (your designer should be made aware of this).</p> <p>End of flood zone checklist – proceed to question # 11</p>				
<p>11. Building permit application. A completely filled out building permit application must be submitted, including all required information and documents. The application must be signed by the contractor. Flood zone, tax map number, lot number and block are usually located on your survey.</p>				

Congratulations. You have completed the required checklist prior to application submittal. If all checklist items were answered “Yes”, you are now ready to submit your package to the permit clerk for processing. Thank you for your patience as we strive to improve our permitting process. If any of the items are missing, you will be asked to pick up your submittals.

Please note that our average review time is 14 days from the date you submit all documents.

Please sign below.

Submitted By

Very Important

The following Georgetown County agencies are part of your final approval for a building permit. We have provided you with a checklist with the names of the agencies and contact information. Your permit will not be approved until all the following agencies have signed off. It is your responsibility to get plans to the various offices and pay their fees.

1. Georgetown County Water & Sewer District (843) 237-9727

A commercial account approval form or receipt is needed for all commercial projects before the permit can be issued (additions, upfits and remodeling included)

2. Fire Department Approval From the Fire Department Having Jurisdiction in Your Area

A set of plans/drawings needs to be submitted by you directly to the fire department. This is required for all commercial projects (additions, upfits and remodeling included).

County Fire (843) 545-3271

Midway Fire (Pawleys Island/Litchfield) (843) 545-3620

MI-GC Fire (Murrells Inlet/Garden City) (843) 651-5143

3. Stormwater Department (843) 545-3524

Approval is needed for all new commercial construction and for some additions. Contact their office to see if stormwater approval will be needed for your project.

4. Zoning Department/ARB approval (843) 545-3602

Approval is needed for all commercial projects. In addition, depending on the location of the project, ARB approval may be needed. If you have questions concerning this, contact their office.

5. Building Department (Plans Review) approval

Plans Reviewer – Murray Presley

(843) 545-3124 email: mpresley@gtcounty.org

6. If demolition work is a part of your project, DHEC (Asbestos Section) must issue a permit before any demolition can occur. Contact DHEC at (803) 898-4289 for more information.

Listed below are staff members who can help you with any questions:

Priscilla Johnson, Permit Clerk	(843) 545-3118	email: pjohnson@gtcounty.org
Sanda Carter, Administrative Assistant	(843) 545-3115	email: scarter@gtcounty.org
Murray Presley, Plans Examiner	(843) 545-3124	email: mpresley@gtcounty.org
Mike Young, Building Official	(843) 545-3123	email: myoung@gtcounty.org
Joanne Ochal, Zoning Administrator	(843) 545-3602	email: jochal@gtcounty.org
Kristal Infinger, Zoning Code Enforcement Officer	(843) 545-3128	email: kinfinger@gtcounty.org

In order to receive your final certificate of occupancy for the proposed commercial project you must have the following approvals prior to the owners or their employees occupying the building. The following is a list of all agencies that must sign off and more importantly the order in which you need to call for the final inspections.

1. Stormwater Final Approval (843) 545-3524
2. Zoning Final Approval (843) 545-3602
3. Fire Department Final Approval
 - County Fire Dept. (843) 545-3271
 - Midway Fire Dept. (843) 545-3620
 - Murrells Inlet-Garden City Fire Dept. (843) 651-5143
4. Building Department Final Approval (843) 545-3261

Please note the Building Department is the last and final inspection. The Building Department staff will not schedule your building final inspection until numbers 1, 2 & 3 above have been approved and signed off on.