



Georgetown County Department of Planning and Development

I.B.C 2006 ed.
Effective July 1, 2008

Building Division

120 Broad Street
P. O. Drawer 421270
Georgetown, SC 29442

Phone: (843) 545-3116
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1/14/09

REQUIREMENTS TO OBTAIN A BUILDING PERMIT FOR ALL COMMERCIAL AND MULTI-FAMILY PROJECTS (INCLUDING ADDITIONS AND RENOVATIONS)

1. Complete a Building Permit Application. Fill in all information. Any lines not applying to your project should be marked N/A.
2. The Fire Inspector of the local Fire Department prior to a permit being issued must review all projects, other than one or two family structures.
- 3.1 State Law requires the ***services of a SC Registered Architect*** if:
 - A. A building is greater than two stories high and/or contains more than five thousand (5,000) sq. feet total floor area.
 - B. A building is an Assembly, Institutional, Educational, or Hazardous occupancy as defined by the International Building Code, regardless of area.
- 3.2 State Law requires the ***services of a SC Licensed Engineer*** if:
 - A. A building is greater than two stories high and/or greater than five thousand sq. feet in area. Residential units are not exempt.
 - B. A building is an Assembly, Institutional, Educational, or Hazardous Occupancy as defined by the International Building Code.

* Note: 3.1 and 3.2 are not either/or requirements. *

4. Provide verification of *compliance with the **International Energy Conservation Code***.
5. Plans must show how they are designed to withstand 130 mph winds (IBC 1609) and meet Seismic Design Category D-1 or D-2 (IBC1613-1623).
 - A. Drawings designed, stamped and signed by a SC registered Architect or SC licensed Engineer.
 - B. All structural signs must meet Appendix H and Chapter 16.
6. Every commercial project must ***obtain approval from the Georgetown County Stormwater Department***. An approved stormwater permit from that office must be provided prior to a building permit being issued. **Contact the Georgetown County Stormwater Department, 120 Broad Street (2nd Floor), Georgetown, SC 29440 (843) 545-3524.**
7. All commercial projects located within the Commercial Corridor Overlay Zone must ***obtain the approval of the Georgetown County Department of Planning and Development*** prior to applying for a Building Permit. (843) 545-3158

8. **Appendix A: (attached)** Return the completed form with your permit application.
9. ***The minimum requirements for plans to be submitted are:***
 - A. **Site Plan:** showing dimensioned property lines, setbacks, easements, flood zone category (if any), other structures on the site, and the footprint of the proposed structure. Also, show the parking layout on this sheet. Give dimensions from the property lines to the drip line of the building. Show any stairs, decks, patios, loading docks, fences, any accessory structures and the location of all fire hydrants. (existing and proposed)
 - B. **Tree Plan:** Showing compliance with the Tree Ordinance of Georgetown County is required. Contact the Zoning Division Administrator prior to ANY land disturbance. (843) 545-3129.
 - C. **Dimensioned Foundation Plan:** including footing and framing tiedowns and meeting Seismic Design Category D-1 or D-2 (IBC 1613 to 1623).
 - D. **Dimensioned floor plan:** to be separate from any foundation plan. (On elevated structures a separate ground floor plans must be provided.)
 - E. **Elevations:** (all sides) include all exterior coverings and details
 - F. **Typical Wall Section:** List materials and hurricane resistant construction, detail connector schedule for continuous load path including all bracing and exterior sheathing details. (IBC1609)
 - G. **Roof Plan:** Detail roof pitch and overhangs. Indicate site built or roof trusses. If site built indicate rafter size(s).
 - H. **HVAC Layout:** Complete air distribution plan.
 - I. **Window, door and garage door schedule:** Show type and Design Pressure (DP) rating. All windows and glass doors must bear a manufacturer's label declaring the DP rating of each unit. Minimum DP rating is DP 35.
 - J. **Electrical Plan:** showing all outlets (with GFIs labeled), fixtures, panel location, meter base/disconnect. (Note: An exterior main disconnect is required)
(Plan for NFPA 72 Fire Alarm is to be prepared separately and submitted to the local Fire Inspector for review)
 - K. **Plumbing Layout:** Fixtures may be noted on floor plan, riser diagram to be attached separately.
 - L. **Windborne Protection:** Per IBC 1609.1.4, provide manufacturer's certification for impact/insulated windows or storm shutters or panels. If using plywood, detail how panels will be anchored to structure and how/where panels will be stored flat.
 - M. **Brick Veneer Seismic Provision:** Provide detail of how brick veneer will be fastened to structure in compliance with IBC 1405.5.2
 - N. **MSDS Sheets:** Material Safety Data Sheets must be provided for occupancies containing quantities of any flammable, chemical, or other hazardous materials.

Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations as determined by the building official. (IBC 106.1.1)

10. The number of sets of plans needed for submittal will vary depending on the type of project:

11.

- A. Two (2) sets of plans are to be submitted to the Building & Zoning Division for review. One set will be marked, stamped and returned to you with the Permit and Roster Cards. A minimum of 5 to 15 working days is required for a Commercial Review.

- B. One (1) set of plans is to be submitted to your local Fire Department.
Murrells Inlet – Garden City F.D. 651-5143
Midway Fire Department - 545-3620 Georgetown County F.D. – 545-3271
- C. One (1) set to DHEC if required; 2-3 week review time in Columbia for a food service application. (Or to DHEC/OCRM in Charleston for review.)
- D. A separate Building Permit is required for a fire protection sprinkler system. Contact your local Fire Inspector for exact requirements for submittals to them and to the SC State Fire Marshal's Office.
 - 1. No sprinkler system work may begin until the building permit for the sprinkler system is issued.
 - 2. Any changes from the approved sprinkler drawings made during installation will require the approval of the local Fire Inspector.

12. If your building is in an 'AE' or 'VE' flood zone, an original Elevation Certificate must accompany the plans. In an 'AE' zone the foundation plans must have a SC registered architect or engineer's original seal or signature. In a 'VE' zone the entire set of plans must have the original seal of a SC registered architect or engineer as well as a VE Zone Certification form. Building in any flood zone requires the completion of a Three Party Memo, signed by the Owner, Designer, and Contractor.
Note: All non-residential projects located in a flood zone must be designed as 1 foot above the B.F.E.

13. A copy of the General Contractor's current SC state license and county registration is required. The signature of the licensed General Contractor is required on the permit. If someone other than the licensed contractor comes in to pick up the permit, a letter authorizing that person to sign the permit must be submitted under the signature of the licensed contractor. Also, if you are not currently registered as a contractor with Georgetown County, you must obtain a contractor registration number.
14. If the structure will be on public water and/or sewer, a receipt from the water and/or sewer provider is required. If the building will be on a septic tank system, a copy of your septic tank permit from SC DHEC is required.
15. Included in your total permit fees will be a Fire Impact Fee. The rate varies from .2% to .8% of the value of construction. This is a one time fee collected for the local fire department in addition to your building permit and plans review fees. The amount and rate will vary depending on the type of project and the fire district having jurisdiction. Contact our permit clerk's office for exact details.
16. A 9-1-1 address will be assigned by the County Building Department. This must be assigned prior to a Building Permit being issued.
17. This Department will review your package and notify you if your permit has been approved or rejected. If there have been any comments noted, the drawings may have to be re-drawn and re-submitted. **Two sets of drawings must be submitted.** One set will be retained by this Department until the Certificate of Occupancy is issued. **One set, stamped by the Building Department will be returned and must be available along with the Permit and Roster Card on the jobsite at all times.**

18. Your permit fee must be paid when you pick up your permit. You will pay one amount to Georgetown County that will include the Building Permit and Plans Review fees, the Fire Impact Fee, and a contractor's sign permit fee (if applicable). An itemized receipt will be issued upon payment.

The following is a list of inspections required by the Building Department. Some inspections may not apply depending on the type of construction. It is the contractor's responsibility to schedule the inspections at the proper time by calling the **Inspection Line at 545-3261 between 8:30am and 4:00pm daily.**

TYPES OF INSPECTIONS

1. **Footing Inspection:** To be done after the trenches are excavated and the placement of any required structural steel and **prior** to placement of any concrete. ***Building setbacks will be checked during the footing inspection.*** String lines need to be located from corner to corner of the property lines prior to the inspection. If the inspector cannot clearly identify all setbacks the inspection will fail and a re-inspection fee will apply. ***Sanitation facilities must be on site for this inspection.***
2. **Slab plumbing Inspection:** To be done once all under-slab plumbing has been placed in the ditch and properly connected and sealed. Test drain lines with a 10' stack full of water or 5#s. of air. Water supply lines w/fittings must be tested w/50#s of air, with water added. Sleeves are required for penetrations of block walls or through or under footings. Drain lines less than 2" may not be used underground.
3. **Slab-poly/wire Inspection:** (Slab floors only) To be made after slab plumbing has been approved and covered. Soil shall be compacted. A separate compaction test may be required by the Inspector. Interior load bearing footings in place with reinforcement, termite treatment complete, 6 mil (minimum) poly moisture barrier in place and wire installed (if required) All penetrations through the poly must be sealed as well as poly seams. Block wall construction will be matched to plans at this inspection.
4. **Bond Beam Inspection:** To be made prior to pouring concrete masonry units to check continuous lateral steel connected to dowels to top of block work, with no openings allowed in top of block, i.e., openings for access or ventilation. (Note: Bond Beam must be continuous around entire perimeter.
5. **Floor Framing Inspection:** (for wood floors and decking only) To be done prior to placement of sub-flooring. Pier placement, foundation strapping and anchors, joist spans, nailing, ledgers, clearances, cutting and notching of bearing and bridging members will be checked at this time.
6. **Sheathing Inspection:** To be done prior to any roof covering or exterior siding or stucco being applied. Nailing patterns must match pattern called for on plans. Doors and windows cannot be installed prior to passing this inspection.
7. **Brick Inspection:** To be done prior to the installation of brick or stone veneers. House wrap, flashing applied under house wrap, all wall ties, must be evident, even at the gable ends.

8. **Rough-In Inspection:** To be made prior to the covering or concealment of interior walls or ceilings. This inspection will include framing, strapping, electrical, mechanical, and a plumbing inspection.
9. **Insulation Inspection:** To be done prior to installation of drywall. This inspection will assure proper R-values of the insulation as well as baffle and strap placement. (An Insulation Inspection of any blown-in insulation will be done as part of the Final Inspection.)
10. **Electrical Compliance Inspection:** To be done when *temporary* electrical service is requested (good only for 90 days, a written request is required for an extension) All electrical devices are to be installed, the panel, meter base and disconnect must all be completed. **Do not backwire the electrical service.** Your completed Roster Card is due at this time. Your "Finished Construction" Elevation Certificate is also due at this inspection if your project is in a flood zone. *Note:* No furniture may be placed in the house and no occupancy of the house may occur until issuance of the Certificate of Occupancy. Furnishing or occupancy prior to C.O. is grounds for immediate disconnection of electrical service to the house.
11. **Final Inspection:** To be done when the building is complete and ready for occupancy. Proper posting of the 9-1-1 address, hose bib frost and back flow protection, electrical circuit testing, handrails, guardrails, attic blown-in insulation, a working telephone in all elevators, are some of the items for this inspection.

Fire Department Inspection:

The local Fire Inspector will need to participate in electrical, rated wall and final inspections. They must also conduct inspections of any fire protection systems such as fire alarms, fire protection sprinkler systems, range hood systems, etc. Contact them directly for their requirements.

Zoning Division Inspections:

Inspection for compliance with parking count, signage and tree regulations.

Stormwater Division:

Inspection for compliance with the approved storm water management plan.

Special Inspections:

According to Chapter 17, section 1704 of the I.B.C. 2006, it is the responsibility of the design professional to determine if and what types of special inspections are required and to hire (with authorization from the owner) an approved special inspector and/or agency to perform the required special inspections. A list of the special inspections required should be included in the Code Summary submitted with the plans for review. Special inspection reports are to be submitted to the building department immediately upon availability and all special inspections must be completed and all discrepancies settled prior to the issuance of the Certificate of Occupancy.

A Certificate of Occupancy

will be issued after **all** necessary inspections have been performed and passed.

PLEASE NOTE THAT NOT ALL INSPECTIONS OR POINTS MENTIONED WILL APPLY TO EVERY SITUATION.

Appendix A

(to be attached to or duplicated as part of the cover sheet of plans)

Project Name: _____

- A. Use and Occupancy Classification _____
per International Building Code Chapter 3
- B. Type of Construction: _____
per International Building Code Chapter 6
- C. Building height above adjacent grade: _____
Defined as the natural elevation of the ground surface prior to construction, next to the walls of the proposed structure.
- D. Number of stories: _____ E. Fire Protection Sprinklers(Y/N) _____
- F. Number of Exits: _____ G. Number of Stairways: _____
- H. Number of Occupants: _____
- I. Square footage per floor: _____
- J. Electric service size : (amps / phase): _____
- K. Horizontal distance to property lines:
N _____ S _____ E _____ W _____
- L. Percent of exterior openings (per floor)
N _____ S _____ E _____ W _____
- M. Building Length _____ Building Width _____
- O. Perimeter length: _____
- P. Design Loads: Seismic Zone/Value _____ Wind Load _____
(per International Building Code 2006 ed.)
- Q. Penetration thru Fire Rated assemblies _____
List UL rated systems to be used for protection of fire rated assemblies, if any.
- R. Horizontal separation distance to other structures within same property lines.
N _____ S _____ E _____ W _____

Are any Special Inspections required according to Chapter 17 of the I.B.C. 2006? _____

If so, list the special inspections required _____
