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City of Georgetown

Housing & Community Development

REQUIREMENTS TO OBTAIN A BUILDING PERMIT FOR ALL COMMERCIAL AND MULTI-FAMILY PROJECTS (Including Renovations and Additions)

I.B.C. 2018 (With SC Modifications)

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 City of Georgetown Fire Department must review all projects prior to a permit being issued, other than one or two family structures.
3. 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.

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 (5,000) 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 and 4 are not either/or requirements.

4. Provide verification of compliance with the **2009 International Energy Conservation Code**.
5. Plans must show how they are designed to withstand **160 mph** winds (IBC 1609) and meet Seismic Design Category D-1 or D-2 (IBC 1613)
 - 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. All commercial projects located within the Commercial Corridor Overlay Zone must **obtain the approval of the City of Georgetown Department of Planning and Development** prior to applying for a Building Permit. (843)-545-4010
7. **Appendix A: (attached)** Return the completed form with your permit application.
8. **The minimum requirements for plans to be submitted are:**

- A. **Site plan:** Show 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. Provide dimensions from the property lines to the foundation of the building. Show any stairs, decks, patios, loading docks, fences, accessory structures, and the location of all fire hydrants (existing & proposed).
- B. **Tree Plan:** Showing compliance with the Tree Ordinance of the City of Georgetown is required. Contact the Zoning Division Administrator prior to ANY land disturbance. (843)-545-4010.
- C. **Dimensioned foundation plan:** including footings and framing tie downs and meeting Seismic Design Category D-1 or D-2 (IBC 1613).
- D. **Dimensioned floor plan(s):** to be separate from any foundation plan. (On elevated structures a separate ground floor plan must be provided).
- E. **Elevations:** (all sides) include all exterior covering and details.
- F. **Structural Details:** Typical Wall Section(s) and other hurricane & seismic resistant construction details, show all strapping for continuous load path including all bracing and exterior sheathing details. (IBC 1609).
- G. **Roof Plan:** Detail roof pitch and overhangs. Indicate site built or roof trusses. If site built indicate rafter and ceiling joist sizes.
- H. **HVAC Layout:** Complete air distribution plan by Engineer.
- 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 40.
- J. **Electrical Plan:** Complete electrical plan by Engineer, showing all outlets (with GFI's labeled), switches, 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:** A complete plumbing plan by Engineer. Fixtures may be noted on floor plan, riser diagram to be attached separately.
- L. **Windborne Protection:** Per IBC 1609, 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. **Floodzone Mitigation:** Any property that is located within the Special Flood Hazard Area (SFHA) shown on the official Flood Insurance Rate Map (FIRM) will be required to meet the regulations of the City of Georgetown Flood Damage Prevention Ordinance. This includes providing Before, During, & Final Construction Elevation Certificates or documentation that the structure has been floodproofed by a registered, professional engineer or architect (Art. IV, B.2).
- N. **Brick Veneer Seismic Provision:** Provide detail of how brick veneer will be fastened to structure in compliance with IBC 1405.5.6
- O. **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 107.2).

9. The number of sets of plans needed for submittal will vary depending on the type of project:
 - Four (4) hardcopy sets of plans are to be submitted to the Building & Planning Division for review (a digital set of plans is also encouraged). One set will be marked, stamped and returned to you with the Permit and Roster Cards. **A minimum of 5 working days is required for a Commercial Review.**
 - One (1) set of plans will be submitted to the local Fire Department. Georgetown City Fire Department: 1405 Prince Street-(843)-545-4200.
 - One (1) set (your responsibility) to DHEC if required; 2-3 weeks review time in Columbia for a food service application. (Or to DHEC/OCRM in Charleston for review).
 - 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.
10. 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 at 2 feet about the Base Flood Elevation (BFE).
11. **If your building is in the Historic or Core Commercial Districts**, the plans and materials will first need to be reviewed and approved by the Architectural Review Board (ARB) before a building permit is issued. The Board meets on the first Monday of each month. An ARB Application and the guidelines for the Historic and Waterfront Commercial Districts can be found on the city website, or staff can print you a copy. The exception to this requirement is for non-residential buildings in the Design Overlay District along Church Street. They must first be reviewed by the Community Appearance Board (CAB).
12. Included in your total permit fees will be a Fire Impact Fee. The rate is 8/10 of 1% 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.
13. A copy of the General Contractor's current SC builder's license is required. The signature of the licensed 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). All other sub-contractors must also be licensed by the state of S.C.
14. A 9-1-1 address will be assigned by the City. This must be assigned prior to a Building Permit being issued.
15. 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. **One set of plans, 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.**

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 (843)-545-4010 between 8:30 am and 4:00 pm daily.**

TYPES OF INSPECTIONS

1. **Elevation Certificate:** If the property is located within the Special Flood Hazard Area (SFHA), an elevation certificate will be required for new and substantially renovated structures. Inspector will also check for heights of the bottom floor and mechanical units, as well as any required flood openings.
2. **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.**
3. **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.
4. **Slab-poly/wire Inspection:** (Slab floors only) to be made after slab plumbing has been approved and covered. Soil shall be compacted; the Inspector may require a separate compaction test. 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.
5. **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).
6. **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.
7. **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.
8. **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.
9. **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.
10. **Insulation Inspection:** To be done prior to installation of drywall. This will assure proper R-values of the insulation as well as baffle the strap placement. (Insulation Inspection of any blown-in insulation will be done as part of the Final Inspection.)
11. **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 of this time period). All electrical devices are to be installed, the panel, meter base, and disconnect must all be completed. Do not back wire 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 a Certificate of Occupancy. Furnishing or occupancy prior to C.O. is grounds for immediate disconnection of electric service to the house.

12. **Final Inspection:** To be done when the building is complete and ready for occupancy. Proper posting of the 9-1-1 addresses, hose bib frost and back flow protection, electrical circuit testing, handrails and guardrails, attic blown 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 sprinklers systems, range hood systems, etc. Contact them directly for their requirements.

Zoning Division Inspections:

Inspection for compliance with parking count, signage and tree regulation, along with the Overlay Requirements were applicable.

SCDHEC (OCRM):

Inspection for compliance with the approved storm water management plan.

Special Inspections:

According to Chapter 17, section 1704 of the IBC 2003, 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 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: _____

B. Type of Construction: _____

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: _____

N. Perimeter length: _____

O. Design Loads: Seismic Zone/Value: _____

Wind Load: _____

P. Penetration thru Fire Rated assemblies: _____

List UL rated systems to be used for protection of fire rated assemblies, if any.

Q. Horizontal separation distance to other structures within the same property lines.

N _____ S _____ E _____ W _____

Are any Special Inspections required according to Chapter 17 of the I.B.C. 2012? _____
