



**Chester County, South Carolina**  
Department of Planning, Building & Zoning  
1476 J.A. Cochran Bypass  
Chester, SC 29706

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**Commercial/Industrial Building & Zoning Requirements**

1. **911 Address**
2. **Tax Map Number**
3. **Recorded Plat of Property (can be obtained from the Clerk of Courts Office)**
4. **Zoning Site Plan Review**-Planning Dept.  
Check Zoning district for setbacks and supplemental regulations for landscaping, parking, lighting and sign regulations for requirements.
  - a. Zoning Ordinance and Flood Plain
  - b. Three sets of zoning site plans signed and sealed by a S.C. registered architect/engineer showing building height, distance between main buildings, location of property lines, setbacks, abutting rights of way, parking layout, handicapped parking and ramps, entrances to site, curbs, fire hydrants, location of fire department connections, fire lanes and landscaping details with lighting and paved areas. Show location of all signs to be installed and square footage.
  - c. Show vicinity sketch of surrounding contiguous zoning districts
  - d. Provide (1) copy of recorded plat
  - e. Show all fire hydrants within 500 feet of the building
  - f. Property lines must be staked out
5. **Building Permits**
  - a. Three sets of bound plans, and one electronic copy. All must be stamped, sealed and signed by a licensed SC registered architect/engineer when required.

**All plans-** must contain full code summary of specific information required by the **2018 IBC Building Codes**

1. If your building is a pre-engineered structure you will need a letter of Certification from the building manufacture's S. C. registered engineer, or stamped with seal.
  2. If your building requires an alarm or a sprinkler system, you will need to send it to the State Fire Marshall's Office.
- b. South Carolina General Contractor's license to apply for permit along with Name, address and telephone number of company, & contractors e-mail address

- c. Subcontractor's list with their license number.  
along with Name, address and telephone number of company, & contractors e-mail address
  - e. **State Sediment & Erosion Control Permit (DHEC)**
  - f. **NPDES Storm Water Construction Permit (DHEC)**
  - g. Grading Permit
  - h. Soil compaction test-letter from third party including required chapter 17 application
  - i. Commercial Energy Code Compliance Check verifying the insulation values are correct for commercial applications along with Manual J and D.
- 6. Chester Metropolitan District (CMD)**
- a. Proof of municipal water or availability; **(INCLUDING EXISTING BUILDINGS)**
  - b. Water improvements shall conform to CMD'S standards and specifications.
  - c. Submit water and sewer plans, details, and specifications to CMD/CWR for review and approval by the District Engineer.
  - d. Submit copies of approved SC DHEC construction permits for water and sewer improvements to CMD and must have approval .
  - e. All water and sewer plans, details, and specifications shall be sealed by a South Carolina licensed professional engineer.
- 7. Chester County Waste Water Recovery (CWR)**
- a. Proof of sewer or service availability.
  - b. Sewer improvements shall conform to CWR'S standards and specifications.
  - c. Submit sewer plans, details, and specifications to CWR for review and approval.
  - d. All Water and sewer plans, details, and specifications shall be sealed by a South Carolina licensed professional engineer.
- 8. DHEC (Septic Only)**
- a. Approved SC DHEC permit for well and septic system.
- 9. Encroachment Permit** from Department of Transportation
- 10. The Municipalities** do require a business license.
- 11. The Building Official** may require additional information.
- 12.** Elevation Certificate if property is in the flood zone. (Flood Zone can be checked in our office)
- 13.** Total Cost of the job
- 14. Revised** plan review fee may be required
- 15.** Third Party Inspections (Special Inspection Form)



## **Chester County Commercial/Industrial Permit Application Checklist**

Building & Zoning Department

1476 J A Cochran Bypass, Chester, SC 29706

803-581-0942 Fax 899-930-0979

**The following items must be presented and checked at the time of the permit application. Incomplete applications will not be accepted for filing.**

- 911 address**
- Tax Map Number**
- Recorded Plat**
- Proof of water and sewer**
- Zoning Site Plan Requirements**
  - Three sets of zoning site plans sign and sealed by a S.C. registered architect/engineer.
  - Building height
  - Distance between main buildings
  - Location of property lines
  - Setbacks
  - Abutting right of ways
  - Parking layout
  - Handicap parking and ramps
  - Entrances to site
  - Fire hydrants, fire lanes and location of fire connections
  - Landscaping detail
  - Outdoor Lighting
  - Paved areas
  - Location and square footage of signs

### **Building Plan Requirements**

- Three sets of plans, bound together, one electronic and one stamped, signed and sealed by a licensed S.C. architect/engineer when required.
- Building
- Electrical
- Plumbing
- Mechanical
- Commercial energy code compliance check along with Manual J and D
- Soil compaction test

Revised plan review fee may be required.

## **Section 105 Permits**

### **105.5 Expiration**

Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

## **Section 107 Construction Documents of the Building Codes**

### **107 Submittal documents.**

Construction documents, statement of special inspections and other data shall be submitted in one or more sets with each permit application. The construction documents shall be prepared by a registered design professional; where required by the statutes of the jurisdiction in which the project is to be constructed. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional.

Exception: The building official is authorized to waive the submission of construction documents and other data not required to be prepared by a registered designed professional if is found that the nature of the work applied for is such that review of construction documents is not necessary to obtain compliance with this code.

**107.2.1 Information on construction documents.** Construction documents shall be dimensional and drawn upon suitable material. Electronic media documents are permitted to be submitted when approved by the building official. 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, ordinance, rules and regulations, as determined by the building official.

**107.2.2 Fire protection system shop drawings.** Shop drawings for the fire protection system(s) shall be submitted to indicate conformance with this code and the construction documents and shall be approved prior to the start of system installation. Shop drawings shall contain all information as required by the referenced installation standards in Chapter 9.

**107.2.3 Means of egress.** The construction documents shall show in sufficient detail the location, construction, size and character of all portions of the means of egress in compliance with the provisions of this code. In other than occupancies in Groups R-2, R-3 and I-1, the construction documents shall designate the number of occupants to be accommodated on every floor, and in all rooms and spaces.

**107.2.4 Exterior wall envelope.** Construction documents for all buildings shall describe the exterior wall envelope in sufficient detail to determine compliance with this code. The construction documents shall provide details of the exterior wall envelope as required, including flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves or parapets, means of drainage, water-resistive membrane and details around openings. The construction documents shall include manufacturer's installation instructions that provide supporting documentation that the proposed penetration and opening details described in the construction documents maintain the weather resistance of the exterior wall envelope. The supporting documentation shall fully describe the exterior wall system which was tested, where applicable, as well as the test procedure used.

**107.2.5 Site Plan.** The construction documents submitted with the application for permit shall be accompanied by a site plan showing to scale the size and location of new construction and existing structures on the site, distances from lot lines, the established street grades and the proposed finished grades and, as applicable, flood hazard areas, floodways, and design flood elevations; and it shall be drawn in accordance with an accurate boundary line survey. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot. The building official is authorized to waive or modify the requirement for a site plan when the application for permit is for alteration or repair or when otherwise warranted.

**107.3 Examination of documents.** The building official shall examine or cause to be examined the accompanying construction documents and shall ascertain by such examinations whether the construction indicated and described is in accordance with the requirements of this code and other pertinent laws and ordinances.

**107.3.1 Approval of construction documents.** When the building official issues a permit, the construction documents shall be approved, in writing or by stamp, as "Reviewed for Code Compliance." One set of construction documents so reviewed shall be retained by the building official. The other set shall be returned to the applicant, shall be kept at the site of work and shall be open to inspection by the building official or a duly authorized representative.

**107.3.2 Previous approvals.** This code shall not require changes in the construction documents, construction or designated occupancy of a structure for which a lawful permit has been heretofore issued or otherwise lawfully authorized, and the construction of which has been pursued in good faith within 180 days after the effective date of this code and has not been abandoned.

## **Guidelines When Plans Are Required to be Submitted from a Design Professional**

Plans must be designed by a licensed design professional and submitted for approval for any of the following conditions:

### **Architect**

1. Any building 5000 sq/ft. and over
2. Any building over three (3) stories
3. Residential buildings that house more than two families, including boarding houses, hotels, apartment houses, townhouses, convents, dormitories, fraternity/sorority houses and monasteries.
4. Any building with the occupancy classification of assembly, daycare, educational, institutional or hazardous, regardless of size, and
5. Any change of occupancy classification that places the building into any type of occupancy classification listed in section 4 above.

### **Engineer**

1. Any building 5,000 sq/ft and over
2. Any building over three (3) stories,
3. Any building with the occupancy classification of assembly, daycare, educational, institutional or hazardous, regardless of size, and
4. Any change or occupancy classification that places the building into any type of occupancy classification listed in section 3 above.

A Building Official may require a set of sealed drawings from a licensed architect or engineer if a project is or has an area that is complex. This requirement is based upon his administrative authority (approved in his administrative ordinance).

It is your responsibility to contact the required departments. Please let us know if we can help.

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| Duke Energy_____                         | 803-653-5307               |
| Fairfield Electric_____                  | 800-628-0336               |
| York Electric_____                       | 803-684-4247               |
| Lockhart Power_____                      | 803-545-2211               |
| US Postal Service (131 Saluda St)_____   | 803-377-8184               |
| Sediment & Drainage Control_____         | 803-898-4034 (Columbia SC) |
| DHEC -Chester_____                       | 803-385-6152               |
| County Assessor Office_____              | 803-377-4177               |
| Chester Metropolitan/Sewer District_____ | 803-385-5123-Fred Castles  |
| Fire Marshall 3-mile district_____       | 803-385-2123-Don Wood      |
| County Fire Coordinator_____             | 803-581-1441               |
| DHEC Storm Water Lancaster SC_____       | 803-285-7461               |
| SC Dept of Transportation _____          | 803-377-4155               |

## **Chester Fire District-Site Plan Review Requirements**

The Chester Fire District reviews all commercial site plan submittals for compliance with the 2015 International Fire Code and referenced standards. A plan shall be submitted any time a building has been closed for more than one year and is reopened or a change of use is made. The following is a list of common code requirements which should be shown on the plans, if applicable. (This should not be considered all of the requirements and any applicable section of the 2015 International Fire Code should be documented).

### **Hydrant w/I 500 feet to all portions of building**

The 2015 International Fire Code section 507.5.1 (as amended by the SC Building Codes Council) states: No point on the exterior of a building shall be located more than 500 feet from a fire hydrant accessible to fire department vehicles when measured along the roadway access.

### **Hydrant w/I 100 feet to FDC**

If the proposed building is to have a fire sprinkler system installed, the 2015 International Fire Code section 507.5.1 states: The location and number of fire hydrants shall be determined by the fire official. The Chester Fire District requires a fire hydrant connected to a public water supply be located within 100 feet to the fire sprinkler system's "fire department connection".

### **Re-Submittal Information**

To expedite the review of the re-submitted documents, in addition to the revised drawings, please submit a letter outlining the changes made to each of the items listed above. If further information is needed regarding this portion of the plan review, please call the Chester Fire Department at 803-581-2123 or Fax 803-385-6757.

### **Statement of compliance**

Before requesting final approval of the installation, the installing contractor shall furnish a written statement to the fire code official that the subject fire protection system has been installed in accordance with the approved plans and has been tested in accordance with the manufacturer's specifications and the appropriate installation standard. Any deviations from the design standards shall be noted and copies of the approvals for such deviations shall be attached to the written statement.