

Colleton County Planning and Development
31 Klein Street
Walterboro, South Carolina 29488
843-549-1709



Commercial Construction Checklist:

**Requirements for purchasing a Building Permit for Commercial Construction
Commercial Projects \$5000.00 and over must be submitted by a General Contractor.**

- 1. ZONING:**
 - a. The proposed land use must be in compliance with the Colleton County Land Management Ordinance.
 - b. Indicate the location of the proposed structures and include the minimum building setbacks, maximum building height and maximum floor area ratio.

- 2. FLOOD:**
 - a. Site-Plan must indicate the special flood hazard area as identified on the Flood Insurance Rate Maps (FIRM).
 - b. If the property contains more than one flood zone, then the flood hazard boundary line must be shown on the plan.
 - c. County staff will verify flood zone determination.

- 3. BUILDING/ SITE PLANS: TWO SETS**
 - a. Plans must be drawn to scale.
 - b. Plans must show all parking and loading requirements. (zoning)
 - c. Must locate and certify the location of all structures.
 - d. If plans require a professional design seal (architect or engineer), then the plans must bear the original seal and signature of the professional.

- 4. LANDSCAPING PLAN: TWO SETS**
 - a. Include buffer area requirements along the perimeter of the lot. Identify the location, species, and size (diameter at breast height, DBH) of all trees in the bufferyard.
 - b. Show Protected Trees on the plan. (measuring thirty inches DBH)
 - c. Interior landscaped areas shall be provided for parking lot areas containing (20) or more spaces.
 - d. Show the proposed landscaped area separating the building from the vehicular surface area.

- e. **A raised concrete curb or an equivalent barrier six inches in height must be used to separate all landscaped areas in or adjacent to parking areas.**
- f. **Show required screening of all open storage areas and refuse disposal facilities.**
- g. **Note on the plan that the maintenance of the bufferyards shall be the responsibility of the property owner.**

5. GENERAL CONTRACTOR:

- a. **Must be licensed with the State per the South Carolina General and Mechanical Contracting Act, SC Code of Laws Section 40-11-260.**
- b. **Contract must be within limits of license.**
- c. **Contracts cannot be split.**
- d. **Total contract price for all work must be used including paving and site work.**
- e. **The General Contractor will be responsible for the total project.**
- f. **Financial Group limitations Per Project:**

Group 1	\$5,000 to \$30,000
Group 2	to \$100,000
Group 3	to \$350,000
Group 4	to \$750,000
Group 5	to unlimited

6. SEPTIC TANK / PUBLIC SEWER PERMIT:

- a. **A commercial septic tank permit is required from the designed for the proposed use requirements of the sewage disposal system. Call South Carolina Department of Health and Environmental Control (DHEC) (843) 525-7627**
- b. **Commercial food preparation establishments will be required to have a grease trap on the kitchen waste line. Commercial Laundromats will be required to have a lint trap on the laundry sewer line.**
- c. **If applicable, a letter from the City of Walterboro stating that the city will provide sewer service to the property. (843) 549-2545**

7. WATER SUPPLY SYSTEM :

- a. **A Small Business Water System Construction Permit is required from DHEC Bureau of Water for a day care, a residential care, a business establishment, and a church serving less than twenty five people including staff. (843) 846-1030**
- b. **All other water supply construction projects must use the DHEC Permit application form #1970 which must be accompanied by**

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engineering plans and specifications prepared by a registered professional engineer licensed in South Carolina and submitted to the Bureau of Water, SC DHEC, 200 Bull Street, Columbia SC 29201. (803) 898-4300 www.scdhec.gov/environment/water/dwpermit

- c. **If applicable, a letter from the City of Walterboro stating that the city will provide water service to the property. (843) 549-2545**
- d. **Provide a copy of all permits to this office.**

8. STORMWATER PERMIT:

- a. **Contact the office of Ocean and Coastal Resource Management (OCRM) at (843) 846-9400 for all commercial land disturbance permits.**
- b. **Contact OCRM –Wetland Division at (843) 953-0219 for wetland regulation questions.**
- c. **Contact the US Army Corp of Engineers at (843) 329-8044 for wetland permitting requirements.**
- d. **Contact DHEC Environmental Quality Control office at (843) 846-1030 for underground storage tank permits.**
- e. **Provide a copy of all permits to this office.**

9. ENCROACHMENT PERMIT:

- a. **An encroachment permit must be obtained prior to any encroachment of the public highway system including non-routine maintenance of and revisions to any existing encroachment.**
- b. **A new application for Encroachment may be required when there is a change in land use which will affect the amount, type, or intensity of traffic activity to a site.**
- c. **Contact the South Carolina Department of Transportation (SCDOT) Resident Maintenance Engineer at (843) 538-8031 to apply.**

10. FIRE MARSHALL PERMIT:

- a. **All plans for commercial construction must be reviewed and approved by the County Fire Marshall. (843) 539-1960**

11. EXEMPT BUILDINGS:

- a. **Buildings exempt from the requirements of architectural laws are those stated in South Carolina Code of Laws, Section 40-3-290.**
- b. **Exempted buildings include:**
 - 1. **A structure which is to be used on a farm for farm purposes. A Farm Use Affidavit must be signed by the property owner.**

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- 2. A building less than three stories high containing less than five thousand square feet of total area, except buildings of assembly, institutional, educational, and hazardous occupancies as defined by the International Building Code, regardless of area.**
- 3. A detached single family or two family dwelling as defined in Group R-3 of the IBC regardless of size, with each unit having a grade level exit and any sheds, storage buildings and garages incidental thereto.**
 - c. All exempt structures must still comply with the Colleton County Zoning Ordinance and have an approved site plan.**