



COMMERCIAL CONSTRUCTION CHECKLIST

Requirements for purchasing a Building Permit for Commercial Construction Commercial Projects \$10,000.00 and over must be submitted by a General Contractor

ZONING:

- A. The proposed land use must be in compliance with the Colleton County Land Management Ordinance.
- B. Will need to indicate location of the proposed structures and include the minimum building setback, maximum building height and maximum floor area ratio.

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.

BUILDING/SITE: (TWO SETS)

- A. Plans must be drawn to scale.
- B. Plans must show all parking and loading requirements. (zoning)
- C. Must located 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
- E. If over 1 acre of land and over 10 parking spaces, site plans must be professionally drawn. For specific site plan requires please refer to major site plan requirements or minor site plan requirements if commercial project is less than 10 parking spaces and less than one acre. (zoning)

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 buffer-yard.
- B. Show protected trees on the plan. (measuring thirty (30) inches DBH)
- C. Interior landscaped areas shall be provided for parking lot areas containing (20) or more spaces.

Show the proposed landscaped area separating the building from the vehicular surface area.

- D. A raised concrete curb or an equivalent barrier six (6) inches in height must be used to separate all landscaped areas in or adjacent to parking areas.
- E. Show required screening of all open storage areas and refuse disposal facilities.
- F. Note on the plan that the maintenance of the buffer-yards shall be the responsibility of the property owner.

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:
 - a. Group 1 \$5,000 to \$30,000
 - b. Group 2 to \$100,000
 - c. Group 3 to \$350,000
 - d. Group 4 to \$750,000
 - e. Group 5 unlimited

SEPTIC TANK/ PUBLIC SEWER PERMIT:

- A. A commercial septic tank permit is required from the designer 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 commitment letter from the City of Walterboro stating that the city will provide sewer service to the property. (843) 549-2545

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 (25) people including staff. (843) 846-1030
- B. All other water supply construction projects must use the DHEC Permit Application Form
- C. #1970 which must be accompanied by 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.
- D. Provide a copy of all permits to this office.

UTILITY SERVICE COMMITMENT LETTER:

A. The Planning and Development Office will need a Commitment Letter from the power company stating service can be provided for the specified address. The letter must include the Tax Map (PIN) Number and 911 address stating power can be provided to the site stated on the permit application.

STORMWATER PERMIT:

- A. Contact the office of Ocean and Coastal Resource Management (OCRM) and (843)-846- 953-2019 for all commercial land disturbance permits.
- B. Contact OCRM- Wetland Division at (843) 953-2019 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.

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

FIRE MARSHALL PERMIT:

- A. Buildings for commercial construction must be reviewed and approved by the County Fire Marshall. (843) 539-1960, to include any new commercial construction, and any commercial construction on an existing building when any of the following is met;

The cost of construction exceeds fifty (50) percent of the building value before the Construction

- f. The building is damaged by fire, natural disaster, or otherwise, in excess of the fifty (50) percent of the building value before such damage.
 - g. Buildings, structures, or premises reopened after being vacant for more than one year.
 - h. If the occupancy classification of an existing building changes.
- B. The following shall be included, but limited to, when submitted to the Fire Marshal's Office.
- a. Planning and Development Building Permit Application
 - b. Both sets of plans (plans shall include, but not limited to, the following)
 - i. Plans shall be signed and sealed architectural plans for;
 - 1. All assembly, educational, or institutional occupancies
 - 2. Structures three (3) or more stories high
 - 3. Structures 5,000 sq. ft. or more in area
 - ii. Floor Plan
 - iii. Site Plan
 - iv. Door and Window Schedule
 - v. Electrical Plan (if applicable)
 - vi. Mechanical Plan (if applicable)
 - vii. Life Safety Plan
 - viii. Title Sheet

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. Exempt Buildings include:
 - a. A structure which is to be used on a farm for farm purposes. A Farm Structure Affidavit must be signed by the property owner.
- C. A building less than three (3) stories high containing less than 5,000 sq. ft. of total area, except for assembly, institutional, educational, and hazardous occupancies as defined by the International Building Code, regardless of area.
- D. A detached single family or two family dwelling as defined in Group R-3 of the IBC regardless of size, with each unit have a grade level exit and any sheds, storage building and garages incidental thereto.
 - a. All exempt structures must still comply with the Colleton County Zoning Ordinance and have an approved site plan.

