



Fairfield County Community Development
 Planning, Building, and Zoning Office
 117 S. Congress Street
 Winnsboro, SC 29180



Office: 803-712-6596

Fax: 803-635-0114

*****SUBMITTAL CHECK LIST & COMMERCIAL BUILDING REQUIREMENTS*****

To Be Attached To Submittal

DATE: _____

Project Address: _____

Applicant Name: _____

Telephone Number: _____

Email Address: _____

Number of Sets Submitted: _____ **(MIN 2 SETS)**

Site Plan

Septic Permit (Verification from a Licensed Septic Tank Installer for existing septic systems OR Permit from Department of Health and Environmental Control (DHEC) is required for Building Permits where Public Sewer is unavailable). Sewer availability letter required for public sewer (Town of Winnsboro).

911 Address: All properties must have a physical address in order to receive a Building Permit. Addressing is provided by 911 Administration.

Submittal Requirements: Guidelines of Commercial Plan Review Check Sheet (See Exhibit A – Residential Building Guidelines).

I have received a copy of the plan review guidelines and submit drawings for review. I understand a permit cannot be issued until the plans have been reviewed and approved by Fairfield County Community Development.

Signed/Signature

Date



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***** RESIDENTIAL BUILDING GUIDELINES FOR PLAN REVIEW*****

*****EXHIBIT A*****

- Process/Format:** Place all submittals in order, pages numbered and stapled together to create two identical but separate drawing sets. Two paper, 1 digital set of plans. Plan must be performed by licensed architect and drawn to scale showing existing and proposed structures and setbacks.
- Review Requirements:**
 - a. Complete floor plan with square footage,
 - b. Footing and foundation details,
 - c. Plumbing details and fixture layout,
 - d. HVAC (type, tonnage/BTU and manual J),
 - e. Typical wall section,
 - f. Truss information, (layout and engineering)
 - g. Electrical layout and detail,
 - h. Any details that are not typical (retrofits, additions, customizations etc.)
- The Construction Documents should also include detailed Code Information including:**
 - a. Occupancy classifications and occupant load per area,
 - b. Accessibility requirements,
 - c. Construction type with height and area limitations,
 - d. Fire protection requirements,
 - e. Detailed construction requirements,
 - f. Physical building properties, (area, height, stories etc.)
- Construction Documents should show in detail the Means of Egress and shall designate the number of Occupants for each floor, room or space. **IBC 1005.3.1 and 1005.3.2**
- Construction Documents should contain details of exterior wall envelope. **IBC 107.2.4**
- The Fire Protection shop drawings must be approved by the State Fire Marshalls Office. Local Fire review will be conducted as well.
- Two Site Plans drawn to scale, showing locations of proposed and existing structures, distances to lot lines and distance to nearest fire hydrant. **IBC 107.2.5**



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- Certificate of Zoning Compliance (if not County Zoned – contact Town of Winnsboro, Town of Ridgeway or Town of Jenkinsville).
- If property on state DOT maintained right of way – approved encroachment permit or work request from SCDOT is required.
- All requirements of South Carolina Health and Environmental Control (DHEC) must be in compliance. Regulation 61-25 for Retail Food Establishments to include Bureau of Environmental Health Services Food Safety Division. (803-896-0640). For Other Commercial and Industrial Activity related development, contact Construction Permits Division: 803-898-4315.
- Before a permit is issued, an approved Plan Review must be completed and a Building Permit issued.

Additional information or engineering may be required by the Building Official. For further information, call Community Development: 803-712-6596.

Thank you and we look forward to working with you on your project,

Community Development Staff