



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 & RESIDENTIAL 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 (See Exhibit B)

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).

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 Residential 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

Property Line



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



Office: 803-712-6596

Fax: 803-635-0114

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

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

- Process:** Place all submittals in order, pages numbered and stapled together to create two identical but separate drawing sets. Electronic submittals are welcome for preliminary review but may not substitute final submittal. Submittals should include: **A.** Date and Name of who drew the drawing. **B.** Address of Project. **C.** Site plan as demonstrated in Exhibit B.
- Format:** Plans must be clean, clear and legible. Min scale is ¼". Hand drawn is permissible but must be drawn with straight edge, and to scale.
- Dimensions:** Plans must show total heated square footage, unheated square footage (garage, workspaces etc.), each room must be labeled and indicate all openings. Sizes of all openings (doors, windows) must be shown as well show header size, type and span.
- Foundation/Floor Construction:** Type must be shown in a cross-section detail reflecting footing, type of support (concrete stem wall, unit masonry, pony walls, anchor bolts, sills, post/pear), and floor construction type (concrete, floor joist). Indicate any unbalanced backfill. If floor joist construction is being used, indicate the location and size of piers and drop girders. Spacing and size of joist should be reflected (Example: 2x10 syp#2 @ 16" OC).
- Roof Structure:** Is traditional stick frame being used or engineered truss? Indicate any area of attic space that will be used for mechanical equipment/storage. Information on any truss or engineered product that is to be used must be included within the submittal.
- Load Bearing:** Any interior walls bearing load must be indicated (for slab floor, Indicate the thickened slab areas beneath each load point) for traditional floor joist floors, reflect load path to foundation/footing.
- Electrical/Utility:** Indicate the location of the main electrical panel and the size – 100amp, 200amp etc. Depict size and location of water heaters, forced air furnaces and fuel type. A copy of Manual J calculations for HVAC sizing is to be attached with the submittal package.
- Elevations:** A minimum of three (3) elevations from ground to roof should be provided. These elevations should be: Front, Side and Rear and include roof line elevations.

***** SUBMITTALS DELINQUENT IN THESE AREAS WILL BE SUBJECT TO REJECTION AND RE-SUBMITTAL *****



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



Office: 803-712-6596

Fax: 803-635-0114

*****EXHIBIT B*****

(EXAMPLE ONLY – DISTANCES SHOWN DO NOT REFLECT CODE)

