

RESIDENTIAL SUBMITTAL INFORMATION

- One hard copy and one digital copy of construction drawings must be submitted. Submittal must include architectural drawings, structural drawings and a site plan. The digital copy should be in .pdf format and should be submitted on CD. The hard copy of the plans will be stamped and returned for use by the inspector. This stamped copy must be available at the construction site for your inspector.
- A \$25.00 administrative fee and a \$100.00 plans review deposit will be collected at the time of your submission for a New Single Family Residence. All other projects require just the \$25.00 administrative fee.
- Application is valid for a period of 180 days from the submission date. Failure to pickup and pay for permit within that time frame will result in the denial of the application. After the 180 days, you will be required to resubmit for a new permit.
- A septic tank letter or sewer availability letter must be submitted. (BCW&SA 572-4400, DHEC 719-4649, City of Goose Creek 824-2200, Town of Moncks Corner 719-7900, Summerville Public Works 871-0810 and Charleston Water System 727-6869).
- If the property is located in the Santee Cooper Dam Breach Area, a Berkeley County Elevation Certificate for Santee River Dam Break Flood Zone is required prior to permit approval. Contact Santee Cooper for this form.
- If the property is located within a FEMA flood zone, elevation certificates prepared by a surveyor or engineer must be provided. FEMA requires 3 elevation certificates during the building process. The 1st certificate is based on construction drawings and is due at the time of permit submission. The 2nd is the lowest flood elevation due prior to vertical framing. The 3rd is the final elevation certificate due before a Certificate of Occupancy will be issued.

All structural plans for a single family residence must be designed by an engineer or architect registered in the state of South Carolina unless the project meets the exception for residential plans as listed in Berkeley County Government Ordinance 08-06-30. Sec. 11-61:

- A. Attached one-story structures of 400 sq. ft. or less with a 7/12 roof pitch or less
- B. Open porch or deck additions with or without roof and a 7/12 roof pitch or less.
- C. Detached accessory structures that are only one story in height, non-habitable, and have a 7/12 roof pitch or less

While structures meeting the requirements listed above do not require drawings prepared by a design professional, construction and site drawings designed per prescriptive methods of required codes must still be submitted along with a copy of the site plan and FEMA elevation certificates if applicable.

CONSTRUCTION DRAWING REQUIREMENTS

- The structure must be designed per the 2012 International Residential Code (IRC). Design criteria must be documented on drawings.
- Design of structure must meet 120 mph wind load. (Linear interpolation between wind contours is permitted per figure R301.2(4)A of the 2012 IRC.
- Design of the structure must meet at least D2 seismic requirements.
- Unless a geotechnical evaluation is performed, plans must indicate a minimum assumed soil load bearing value of 2000 psf.
- Plans must indicate the Design Pressure Ratings (D/P Rating) of all windows and exterior doors including garage doors per section R301.2.1; Table R301.2(2); Table R301.2(3); Figure R301.2(7).
- Plans must provide construction details of load bearing and non-load bearing interior and exterior walls, roofs, ceilings and floors. Details need to show specific methods for anchoring and bracing, types of materials, types of connectors and any information that is pertinent for the construction to meet the wind and seismic requirements.
- An electrical plan must be submitted showing electrical service size and location, breaker panel location, and location of electrical outlets (such as switches, regular receptacles, GFCI receptacles, lights, smoke detectors, arc faults, etc.) that will meet the minimum requirements of the 2012 IRC.
- A plumbing plan must be submitted showing the location of plumbing fixtures (interior and exterior) and water heaters per the 2012 IRC.
- A Manual J report for mechanical equipment sizing and a Manual D report for duct sizing must be submitted with each permit application. See Residential HVAC Permit Submission requirements for full details.
- A gas plan must be submitted showing the location of all gas operated equipment.
- Compliance with the 2009 International Energy Conservation Code (IECC) must be documented at the time of plans submittal.
- Plats/site plan must indicate the required setbacks along with the storm water runoff requirements.

A CERTIFICATE OF OCCUPANCY WILL NOT BE ISSUED UNTIL THE PERMITTING DEPARTMENT RECEIVES THE WATER & SEWER TAP RECEIPTS AND/OR FINAL DHEC APPROVAL FOR SEPTIC, ALL APPLICABLE FEMA ELEVATION CERTICATES, AND VERIFICATION THAT ALL FEES HAVE BEEN PAID.