



Residential Permit Procedures – effective January 1, 2023

PERMIT PROCEDURES FOR RESIDENTIAL CONSTRUCTION OF ONE- & TWO-FAMILY DWELLINGS

CITY OF GOOSE CREEK BUILDING INSPECTION DIVISION

Building Inspector, Samuel Stratford

Building Inspector, Jerry Youtsey

Building Inspector, Jason Ferraiuolo

Building Official, Thurman N Pellum Jr

Planning and Zoning Director, Kendra Wise

The City of Goose Creek is enforcing the latest edition of the International Residential Code, with South Carolina modifications, and the South Carolina Energy Standard (2009 IECC)

The enforcement of the 2021 South Carolina Residential Code for One- and Two-Family Dwellings is effective January 1, 2023. The enforcement of the South Carolina Energy Conservation Code (2009 International Energy Conservation Code) began January 1, 2013.

The South Carolina Building Codes Council has adopted amendments to the International Residential Code, which are deletions, changes, or moratoriums to certain parts of the code. The amendments may be viewed at SCLLR Building Codes Council website at <https://llr.sc.gov>

PERMIT APPLICATION PROCESS

Email all submissions to Permits@CityofGooseCreek.com

All submissions must be in **PDF format, in the proper orientation**

In the subject line, list the **project address** and the **type of permit** (i.e., new construction)

Business license and permit applications may be downloaded from the city's website (<https://www.cityofgoosecreek.com/>), emailed to you by the permitting clerks (**Renee Phillips** rphillips@cityofgoosecreek.com & **Tiffany Mailand** tmailand@cityofgoosecreek.com) or picked up from the City Permit Clerks at the Marguerite H. Brown Municipal Complex, City Hall at 519 N. Goose Creek Blvd., but they must be submitted electronically at Permits@CityofGooseCreek.com.

1) What You Will Need:

- 2) **Building Permit Application** – the application must be complete for it to be processed. Information required includes ft² (square footage) calculations of the structure(s); ft² of any accessory structures, covered or open porches, decks or patios. An HOA approval letter may also be needed if covenants and restrictions apply to the project site.
NOTE: Contractors may secure an “express building permit” by paying an additional \$500.00 business license fee. This eliminates the requirement that each subcontractor pull a separate permit for each property and enables a streamlined and timely inspection process.
- 3) **One set of construction plans** in a digital format containing PDF documents in the proper orientation. The plan reviewers will not rotate PDF views to do plan reviews. Plans should include architectural & structural pages with details, they must match in orientation (NO reversals), and they may be required to be stamped plans. “*Stamped plans*” are required to be stamped and signed by the designer who is registered with the state of South Carolina.
 - a) including truss layout and accompanying shop drawings
 - b) any additional state, county or city documents altering or supplying design guidance (i.e., HUD, DHEC, OSF, OSE). If these are not provided until mid-progress of project, they must be forwarded to the building official as soon as practical.
- 4) **One plot/site plan** that is drawn to scale and saved at full size. Plot/Site Plans must contain the following information: TMS# & Address; Subdivision name and lot number; locations of structures and distances from boundaries, sidewalks, driveway (Note: Driveways on corner lots must be at least 40' from the point of the intersection of the two property lines); easements, setbacks, wetlands, and flood zone status (BFE & FFE); Drainage flow arrows; date and scale; North Arrow; Surveyor/Engineer stamp or signature.
- 5) **Energy compliance** documentation (manual D & REScheck)
- 6) **Signed contract** for proposed work with the total cost of the construction project.
- 7) **Construction/Owner Builder Affidavit** (if required)
- 8) **Contractor’s license** and a **subcontractor list** (if required)
- 9) **Business License Application** for all entities that are contracted to perform work on the project.
- 10) **Water availability letter from Goose Creek DPW** (if required)
- 11) **Sewer availability letter from Berkeley County Water and Sanitation Authority**. It can be in the form of a sewer availability approval letter or the “Paid” receipt for the tap fees. (if required)

Section R106.1 Submittal Documents- *"The construction documents shall be prepared by a registered design professional where required by the statutes of the jurisdiction in which the project is to be constructed."*

The City of Goose Creek has no ordinance requiring construction documents be authored by a design professional. The city will accept complete sets of construction documents prepared by any of the following: SC Registered Design Professional (either an architect or an engineer), Residential Designer, a business engaged in the selling of house plans or hand-drawn plans to scale. All are acceptable if they are compliant with South Carolina Laws, **Title 40 - Professions and Occupations, SECTION 40-3-290**. The building official requires stamped plans if prescriptive compliance with the code cannot be demonstrated, including, but not limited, to 140+ wind zone and D2 seismic zone construction.

Section R106.1.1 Information on Construction Documents- "Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code".

The City of Goose Creek requires the following to appear on the construction documents:

- Address, lot number and TMS#
- Code Analysis Statement indicating the code referenced for design, include wind zone, wind borne debris region, wind borne debris protection design and seismic zone design specifications that comply with **R301.2.1 wind design criteria, R301.2.1.1 wind limitations and wind design required and R301.2.1.2 protection of openings.**
- Sprinkler drawings and State review approval letter, if applicable
- Statement of special inspections, if applicable
- Deferred submittals list, if applicable
- Square Footage of Entire Project including breakdown of Conditioned Space, Garages, Decks/Porches, etc.
- Foundation plan - plan and section view, with all details
- Wall Sections including notations of shear walls
- Floor plan, with all rooms and spaces identified
- Draft stop locations, if applicable
- Attic access location(s)
- Electrical Plan (may be included on floor plan)- Indicate Panel location
- Elevations - four (4) sides - including exterior covering and all details
- Roof plan - including roof pitch and overhangs. Indicate site built or manufactured truss type. If site built, indicate all rafter and ridge sizes. Indicate uplift requirements.
- Window, door, and garage door schedule - including type and design pressures, "U" Values and SHGC and safety glazing requirements.
- Connector schedule for continuous load path, including all bracing and exterior sheathing details
- Documentation required to comply with the provisions of Section R301.2.1 and Section R301.2.1.1 of the South Carolina Residential Code for One- & Two-Family dwellings
- one copy of "Manual J" or "RESCHECK"
- one copy of "Manual D"

For the City of Goose Creek to complete a proper plan review, engineered structural plans shall be on suitable materials and site specific (**no reversals**). Structural and architectural drawings must match the site plan. **Red line drawings are not permitted.** All options/details displayed but not used must be marked out, removed, or correct items circled. Any additions or changes to the plans shall be drawn to scale as part of the original documents or submitted for supplemental review. Additional plan review fees may apply.

R106.1.3 Information for construction in flood hazard areas:

Provide information required by the **City of Goose Creek Planning and Zoning Department** (Kendra Wise, Planning Director, 843-797-6220 ext. 1118 or kwise@cityofgoosecreek.com).

R106.3.1 Approval of Construction Documents- The digital set is retained by the City and a digital stamped and approved copy shall be returned to the applicant. A printed copy, printed by the builder and on paper no less than 11"x17" (or of sufficient size to be easily readable), shall be kept at the site of work and shall be open to inspection by the building official or his or her representative."

The City shall require the **City-approved and stamped set of construction documents** to be at the job site for every inspection. In addition, the shop drawings for all engineered products and assemblies (truss documents with reaction force calculations) used in the construction of the house shall be available, as will all manufacturer's literature, installation instructions, etc.

The city will not perform any inspection unless the City-approved and stamped set of construction documents (including the plot/site plan) and the building permit are present at the project site. A violation for this will result in a re- inspection fee.

R106.4 Amended Construction Documents- *"Work shall be installed in accordance with the reviewed construction documents, and any changes made during construction that are not in compliance with the approved construction documents shall be resubmitted for approval as an amended set of construction documents."*

The City of Goose Creek requires amended construction documentation if any of the following occur:

- If changes are made to the footprint
- If window and door location and sizes change
- If exterior decks, porches, screen porches or sunrooms are added
- If structural framing systems are changed. **EXAMPLE:** from engineered systems to field framing, or vice versa; the moving or modification of structural elements.
- If the exterior covering is changed or the roof system is altered.

R108.1 Payment of Fees- *"A permit shall not be valid until the fees prescribed by law have been paid."*

No inspections shall be performed until a permit is paid for and placed at the jobsite.

No permit = no inspection.

R109.1 Types of inspections- The General Contractor or Construction Manager is responsible for scheduling all inspections. Trades may not call in for inspections directly. Currently, the Building Inspections Division is using a phone call in voice messaging system. In the future, this system is subject to change. *The required inspections generally are as follows, **but is not limited to:***

- Plumbing and Electrical slab roughs.
- Footers and/or Foundation - before concrete is placed, either in footers or a monolithic slab.
- Bond beam (if applicable)
- Slab – (if raised slab or in-fill slab construction.)
- Floor system - if crawl space construction, inspection must occur **prior to placing sub floor.**
- Exterior sheathing diaphragming & nailing - before house wrap is installed. Any fire-resistant construction that may be included/needed.
- Rough framing & all trade roughs, house wrap/moisture barrier and windows and window flashing
- Energy inspection – per the South Carolina Energy Standard, that references the 2009 IECC
- Insulation inspection – per the South Carolina Energy Standard, that references the 2009 IECC
- Electrical and/or Gas final inspection - after house is trimmed out
- Building Final Inspection to qualify for Certificate of Occupancy. **Note:** Certificates of Occupancy/Completion are issued from the permitting office after verification of documentation, licenses and fees have been secured or paid. This process normally takes up to 5 days' time after final inspection has been passed, *PLAN ACCORDINGLY.*

NOTE: Additional inspections may be required, depending upon the method of compliance with SC Residential Code, section 301 and SC Building Code, section 110. These may include but are not limited to:

- Single and double clad shear walls.
- Continuous load path requirements.
- Bracing and other details as specified by the structural engineer.
- Windborne debris protections
- Seismic systems and bracing

R301.1 Design- *"Buildings and structures, and all parts thereof, shall be constructed to safely support all loads, including dead loads, live loads, roof loads, flood loads, snow loads, wind load and seismic loads as prescribed by this code. The construction of buildings and structures shall result in a system that provides a complete load path capable of transferring all loads from their point of origin through the load-resisting elements to the foundation."*

R301.2, 2021 IRC - Climatic and Geographic Design Criteria

City of Goose Creek	
Roof Snow Load:	5
Wind	140-145 MPH.
Seismic Design Category:	D-2
Weathering:	Moderate
Frost Line Depth:	None
Termite:	Very Heavy
Decay:	Moderate to Severe
Winter Design Temp:	27°
Flood Hazards:	NFIP adoption
Exposure:	"B & C" Urban and Suburban area
Wind Borne Debris Region	Yes

R301.2.1 Design Criteria – Construction in regions where the basic wind speed equals or exceeds 110 MPH in hurricane-prone regions shall be designed in accordance with any of the following:

- AF&PA Wood Framed Construction Manual
- ICC 600 – Standard for Hurricane Resistant Construction
- ASCE-7 Minimum Design Loads for Buildings
- American Iron & Steel Institute – Cold Formed Steel Framing
- International Building Codes, with South Carolina modifications

R301.2.1.1 Wind Limitations:

The Code permits wind load design using any one of the four (5) references listed. Any builder or contractor has the option of using any one of these four design references, as applicable to their project. The City will accept whichever design reference is turned in with the construction documents, and will act upon the permit application as follows:

- If AF&PA *Wood Framed Construction Manual*, ICC 600 *Standard for Residential Construction in High-Wind Regions*
- *AISI Standard for Cold-Formed Steel Framing-AISI S230 Prescriptive Method for One- and Two-Family Dwellings*
- *ASCE 7 Minimum Design Loads for Buildings and Other Structures* The
- *South Carolina Building Code.*

If construction documents are furnished with the seal of a design professional, the city will perform the plan

review in-house, in most cases. If not, the applicant will pay the additional cost of any outside plan review services.

Wind Speeds:

- The revised wind speed maps, approved by South Carolina LLR, are in effect for the City of Goose Creek.

Section R301.2.1.2 Protection of Openings:

- Opening protection is required in all areas of the city, which is in a 140+ MPH ultimate design wind speed zone and must be designed and stamped by a design professional or It is the builder’s responsibility to have the process or system to be used to comply with Section R301.2.1.2, “Protection of Openings”. Any system not supplied by the design professional of record must be approved by the Building Official prior to beginning work. One panel must be in place at the final building inspection if using this section to demonstrate compliance.

Section R301.2.2 Seismic Provisions:

All construction in the city is in a D-2 Seismic Zone.

CITY CONTACTS:

**Email all submissions to Permits@CityofGooseCreek.com
All submissions must be in PDF format, in the proper orientation
In the subject line, list the address and the type of permit (i.e., new construction)**

Department of Planning and Zoning

Kendra Wise, Planning Director
843.797.6220 x 1118
kwise@cityofgoosecreek.com

Building Inspection Division

Thurman Pellow, Jr., Building Official
843.553.8350 x 3247
tpellow@cityofgoosecreek.com

Department of Planning and Zoning

Brenda Moneer, Planning & Zoning Specialist
843.797.6220 x 1116
bmoneer@cityofgoosecreek.com

Building Permits & Business License

Renee Phillips, Permits & Licensing Specialist
797.6220 ext. 1100
rphillips@cityofgoosecreek.com

Department of Public Works

Mandy Neumann
843.824.2200 x 4260
mneumann@cityofgoosecreek.com

Building Permits Specialist

Michele Gallo, Permits Specialist
843.797.6220 ext. 1120
mgallo@cityofgoosecreek.com

Department of Public Works

Chuck Denson, Director of public Works
843.824.2200 x 4263
cdenson@cityofgoosecreek.com

EXTERNAL AGENCY CONTACTS

Berkeley County Water and Sanitation Authority
212 Oakley Plantation Road
Monks Corner, SC, 29461
843.761.8817

Berkeley County Roads and Bridges
223 N. Live Oak Drive
Monks Corner, SC, 29461
843.719.4129

Berkeley Electric Cooperative
2 Spring Hall Drive
Goose Creek, SC, 29445
843.553.5020