



Commercial Permit Procedures – Effective January 1, 2020

PERMIT PROCEDURES FOR COMMERCIAL CONSTRUCTION

Fire Chief,

Assistant Fire Chief, Norm Cutshall

Planning and Zoning Director, Flood Plain Manager, Mark Brodeur

CITY OF GOOSE CREEK INSPECTION BUREAU

Building Official, Thurman N Pellum Jr

Building Inspector, Samuel Stratford

Building Inspector, Ginger Spindler

Building Inspector, Marc Todd

The City of Goose Creek is enforcing the latest editions of the South Carolina Building Codes and the South Carolina Energy Standard

The enforcement of the latest approved South Carolina Building Code (IBC, with South Carolina modifications), effective January 1, 2020. The enforcement of the South Carolina Energy Standard (2009 International Energy Conservation Code & ASHRAE 90.1-2007), effective January 1, 2013.

The South Carolina Building Codes Council has adopted amendments to the International Building 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

Forms, applications and business license applications can also be downloaded from the City website at www.cityofgoosecreek.com or may be picked up from the City Permit Specialist at the Marguerite H. Brown Municipal Complex, City Hall at 519 N. Goose Creek Blvd. All forms/documents must be submitted electronically to permits@cityofgoosecreek.com. All documents must be in pdf format *and sent in the proper orientation*. All communications must reference the site address and type of work being performed

(i.e., new construction, shell construction, renovation, ect.) in the subject line. **The City will only review electronic documents.**

What You Will Need:

- 1) Building Permit Application
- 2) One (1) complete set of construction plans –civil & architectural & structural, with details are 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. Hydrant and Knox Box locations must be approved by the City Fire Chief prior to construction.
 - a) including truss layout and accompanying shop drawings stamped and signed by the design professional
 - b) sprinkler drawings and State review approval letter
 - c) special inspections firm hired to perform chapter 17 inspections and credentials
 - d) any additional Federal, 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 and will be at the builder’s risk.
- 3) Energy compliance documentation (manual J) (COMcheck is acceptable)
- 4) One (1) site plan
- 5) Signed contract for proposed work (contractor)
- 6) Construction Owner/Builder Affidavit
- 7) Contractor’s license and a subcontractor list
- 8) Business License Application
- 9) Water availability letter from City of Goose Creek DPW
- 10) Sewer availability letter from Berkeley County Water and Sanitation Authorities
- 11) Stormwater approval from Berkeley County

Section R107.1 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."*

*NOTE: 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 (and signed by the author) 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, which includes most, but not all, plans. The approval for document requirements is solely at the discretion of the Building Official.*

Section 107.2 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 of project

- Statement indicating the code referenced for design, include wind zone, wind borne debris region, wind borne debris protection design and seismic zone design specifications
- Statement of special inspections, including the credentials of any/all 3rd party inspection companies.
- Deferred submittals list
- Square Footage of Entire Project including breakdown of Conditioned Space, rooms, Garages, Decks/Porches, etc.
- Foundation plan - plan and section view, with all details
- Wall Sections including notations of shear walls
- Fire separations and ratings with details and ANSI/UL references
- Floor plan
- Draft stopping
- Attic access location(s)
- Electrical Plan (may be included on floor plan) - Indicate Panel location **and grounding details**
- Elevations – all 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. This is to include truss layout and accompanying shop drawings stamped and signed by the design professional
- Window, door and garage door schedule - including type and design pressures, “U” Values and SHGC (solar heat gain coefficient).
- All of Goose Creek is considered in the wind-borne debris region of adopted maps. *Documentation required to comply with the provisions of Section 1609.1.2 is required.*
- Connector schedule for continuous load path, including all bracing and exterior sheathing details
- One copy of “COMCHECK”
- One copy of Manual “J”

For the City of Goose Creek to complete a proper plan review, plans shall be submitted in PDF format via electronic means and site specific (**no reversals**). Structural drawings must match the site plan. **Red lines are not permitted for changes.** Any additions or changes to the plans shall be drawn to scale as part of the original documents or resubmitted for review.

Section 107.2.5 Information for construction in flood hazard areas:

Provide information required by the City of Goose Creek Planning and Zoning Department (Mark Brodeur, Planning Director, 843-797-6220 ext. 1118).

Section 107.3.1 Approval of Construction Documents- One digital set is retained by the City and one set shall be returned to the applicant. *A stamped copy must be printed and shall be kept at the site of work and shall be open to inspection by the building official or his or her representative.*

While the City requires the “city-approved” stamped set of construction documents to be at the jobsite for every inspection, **we will only review electronic documents.** In addition, the shop drawings for all engineered products and assemblies used in the construction of the project shall be available, as will any-and-all manufacturer's literature, installation instructions, etc.

No plans = No Inspections. The City will not perform any inspection unless the City-approved and stamped set of construction documents and the building permit are present at the project site. A violation will result in a re-inspection fee.

Section 107.4 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, but not limited to:

- 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.

Section 109.1 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.

Section 110.1 Inspections- The General Contractor or Construction Manager is responsible for scheduling all inspections. Trade sub-contractors may not call in for inspections directly. Many jobs require unusual inspections like lifts or elevator inspections. These will be handled on a case by case basis.

The required inspections generally are as follows, but are 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, **prior to placing sub floor.**
- Exterior sheathing diaphragming & nailing - before house wrap is installed.
- All trade roughs
- Framing rough
- Above ceiling, includes all mechanical and the ceiling system itself
- Energy inspection - per the South Carolina Energy Standard, that references the 2009 IECC & ASHRAE 90.1-2007
- Insulation inspection – per the South Carolina Energy Standard, that references the 2009 IECC & ASHRAE 90.1-2007
- Electrical and/or Gas final inspection - temp power and electrical final inspections required, gas only requires rough and final inspections
- Fire rated construction and fire caulking installation
- If fire suppression systems/alarms are installed, a stand alone final will be needed prior to building final.
- Receipt/audit of the 'special inspections' reports verifying compliance.
- Sewer and storm-water and sewer final inspections are scheduled through Berkeley County.
- Planning/Zoning final inspections.
- Building Final Inspection to qualify for Certificate of Occupancy. Normally includes all other finals at the same time. **NOTE: COs require 5-10 days to process.**

NOTE: Additional inspections may be required, depending upon the method of compliance with SC Building Code (IBC with South Carolina modifications), 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

NOTE: Certificates of Occupancy/Completion are issued from the Permitting office after verification that all licenses, fees and City required documentation have been verified. **Certificates of Occupancy are usually issued 5-10 working days after the final inspection passes. PLAN ACCORDINGLY** This is subject to the city’s work schedule and the scope of the project. If unexpected delays occur additional time may be needed.

IBC Chapter 16 Structural Design

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

Section 1603.1.4 Wind Design Data – 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

The Code permits wind load design using any one of the five (5) references listed. Any builder or contractor has the option of using any one of these 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, ICC 600, AISI or ASCE 7 is used as the design standard for multi- family projects, the plan review will be performed by ICC Plan Review Service at ICC in Birmingham, Alabama. The applicant will pay the cost of this service.
- If construction documents are furnished with the seal of a design professional, the City will perform the plan review in-house, in most cases.

Section 1603.1.5 Seismic Provisions:

All construction in the City is in a D-2 Seismic Zone. The same conditions for wind design also apply for seismic design.

Wind Speeds:

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

Opening protection is required in all areas of the City, which is in a 140 MPH wind 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 1609.1.2, "Protection of Openings". One panel must be in place if using this section to demonstrate compliance.

Section 1604 General Design Requirements - *"Building, structures and parts thereof shall be designed and constructed in accordance with the strength design, load and resistance factor design, allowable stress design, empirical design or conventional construction methods, as permitted by the applicable material chapters."*

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

Mark Brodeur, Planning & Zoning Director

843.797.6220 x 1118

mbrodeur@cityofgoosecreek.com

Building Inspection Division

Thurman Pellum, Jr., Building Official

843.553.8350 x 3247

tpellum@cityofgoosecreek.com

Department of Planning and Zoning

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

Department of Public Works

Mandy Neumann
843.824.2200 x 4260
mneumann@cityofgoosecreek.com

Department of Public Works

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

Building Permits & Business License

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

Building Permits & Business License

Pauline Jackson, Permits & Licensing Specialist
843.797.6220 ext. 1122
pjackson@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

Berkeley County Stormwater Management
212 Oakley Plantation Drive
Moncks Corner, SC 29461
(843) 719-4195
webswmp@berkeleycountysc.gov