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# **COMMERCIAL PERMIT PROCEDURES** **effective January 1, 2023**

## **PERMIT PROCEDURES FOR COMMERCIAL CONSTRUCTION**

CITY OF GOOSE CREEK BUILDING INSPECTION DIVISION

Building Inspector, Samuel Stratford

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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 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, 2023. 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 the SCLLR Building Codes Council website at <https://llr.sc.gov>

### **PERMIT APPLICATION PROCESS**

Forms and applications and applications and business license forms can also be viewed on the City website at: <https://www.cityofgoosecreek.com/government/departments/administration/building-permits>

What You Will Need:

- 1) Building Permit Application**
- 2) Digital sets of construction plans –architectural & structural with details-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 stamped and signed by the design professional (can be a deferred submittal)
  - b) sprinkler drawings and State review approval letter (can be a deferred submittal but must be provided before construction begins)
  - c) 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 will be considered a deferred submittal, must be uploaded as soon as practical and will be at the builder’s risk.
- 3) Energy compliance documentation (manual J & D) (COMcheck is acceptable)**

- 4) Site plans
- 5) Civil plans with County and/or state approvals
- 6) Signed contract for proposed work (contractor)
- 7) Construction/Owner Builder Affidavit
- 8) Contractor's license and a subcontractor list
- 9) Business License Application
- 10) Water availability letter (stamped "Approved for use with building permit submission")
- 11) Sewer availability letter (stamped "Approved for use with building permit submission")

**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 plans.*

**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
- Deferred submittals list
- 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
- Fire separations and ratings with details
- Floor plan
- Draft stopping location(s)
- Attic access location(s)
- Electrical Plan (may be included on floor plan) - Indicate Panel location and grounding details
- 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. 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.

- Connector schedule for continuous load path, including all bracing and exterior sheathing details
- Documentation required to comply with the provisions of Section 1609.1.2
- Copy of “COMCHECK” and Manual “J” & “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 drawings must match the site plan. **Red lines are not permitted.** Any additions or changes to the plans shall be drawn to scale as part of the original documents.

**Section 107.2.5 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).

**Section 107.3.1 Approval of Construction Documents-** *One set is retained by the City and the other set shall be returned to the applicant, 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 stamped set of construction documents to be at the jobsite for every inspection. 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, but not limited to, 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.

**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. Trades may not call in for inspections directly.

*The required inspections generally are as follows, but is not limited to:*

- Plumbing and Electrical slab roughs.
- Termite pre-treatment verification must be provided and uploaded (not an actual inspection)
- 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 vapor is installed.
- Vapor barrier and window installation
- All trade roughs
- Framing rough, can included floor/roof truss placement and bracing if required
- 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
- If fire alarm and/or suppression systems are installed, a stand alone final will be needed prior to building final.
- Building Final Inspection to qualify for Certificate of Occupancy. Normally includes all other finals at the same time. All supporting special inspections, testing certificates and deferred documents must be uploaded prior to final inspection.

**NOTE:** Additional inspections may be required, depending upon the method of compliance with 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.
- Bond beam or CMU fill.
- Elevators or special equipment.
- Windborne debris protections.
- Seismic systems and bracing.

**NOTE:** Certificates of Occupancy/Completion are issue from the Permitting office after verification that all licenses, fees, and City required documentation have been verified. **City policy is for Certificates of Occupancy or Certificates of Completion will be issued up to 10 days after final inspection and verification of all supporting documentation is uploaded.**

## Chapter 16 Structural Design

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**Climatic and Geographic Design Criteria**

<b>City of Goose Creek</b>	
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, Ala. 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.



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**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 almost 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."*