



Chris Netherton
Building Official

MEMO Re: Residential Permitting Submittals
Date: 07/23/2021

Effective July 23, 2021. The following guidelines must be met to submit for residential plan review.

1. All submittals must be in order, pages numbered, and stapled together to create 2 identical but separate drawing sets. Any submittal that is not properly assembled and stapled including a duplicate set will be rejected and not reviewed. Electronic submittals are welcome as reference but may not substitute a paper submittal.
2. Plans must be clean, clear, and legible; drawn in a minimum 1/4" scale on 20 lbs. bonded white paper. Not graph paper. Hand drawn is permissible but must be drawn with a straight edge and to scale. Plan must show total square footage heated, unheated, garage, and unfinished.
3. Plan must have each room labeled properly along with indicating all doors and windows. Sizes of all openings must be identified accordingly. Openings shall show header size, type, and span.
4. Foundation type must be shown in a cross-section detail reflecting the footing, type of supporting structure such as concrete stem wall, plain unit masonry, pony walls, anchor bolts, sills, and floor construction (concrete or floor joists). Indicate any unbalanced backfill.
5. Indicate type of roof framing, i.e., traditional stick framed or engineered truss. Indicate any area of attic space that will be used for mechanical equipment and/or storage. Information on any truss or engineered product that is to be used must be included within the submittal package.
6. Indicate any interior bearing walls (if slab floor, indicate thickened slab areas beneath load points) if traditional floor joist floors reflect load path to foundation.
7. Indicate the location of the main electrical panel and size. 100-amp, 200 amp, etc.
8. If floor joist construction is being used indicate the location and size of piers and drop girders. Spacing and size of joists shall be reflected. Example 2x10 syp#2 16" o.c.
9. Plans shall depict size and location of water heaters, forced air furnaces and the fuel type. A copy of Manual J calculations for HVAC sizing shall be attached with the permit submittal package.
10. Plan shall include a minimum of two (2) elevations from the ground to the ridge of the roof.
11. Drawings shall include the following information. a, date, and name of person who drew drawing. b, scale. c, address of project. d, a site plan that reflects existing utilities, septic systems, right of ways, other buildings or structures and the distance between all structures.

Any submittal found to be delinquent in any of these areas will be subject to rejection and resubmittal.

Chris Netherton Sr CBO

Town of South Congaree • 119 West Berry Road, West Columbia, SC 29172 • 803-755-2760

**Cindy Campbell, Mayor • Mechelle Mabry, Mayor Pro-Tem • Jim Drennan, Councilmember
Brian Jackson, Councilmember • Bobby Porter, Councilmember**



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TO BE ATTACHED TO THE SUBMITTAL

DATE: _____

Project address _____

Applicant Name _____

Telephone # _____

Email address _____

Number of sets submitted _____ (minimum 2)

Site plan included _____

- Make sure the address is written on every set of drawings

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 the Building Official.

Applicant

_____/_____/_____
Date

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