

# Plan Review – Plan Submittal Guidelines

(Commercial Plans excluding One and Two Family Dwellings)

## Greenville County

Greenville County Square

301 University Ridge, Suite 4100

Greenville, SC 29601 - 3660

864/ 467 - 7060

1. **Two** complete sets of working drawings including site/ plot, and one set of specs, if applicable. Drawings shall be to scale and fully dimensioned. Minimum Scale shall be 1/8" = 1' - 0".

Both the [Commercial Building Application](#) and the [Commercial Zoning Application](#) shall be completely filled out and submitted with plans.

**The tax map number** is required for all reviews/ permits. No plan can be submitted until this number is provided. This number is required for verification of Zoning as well as Building Codes.

All drawings shall have completed **Code Analysis or a Code Footprint**, as part of set. **Drawings required to be Sealed** shall be in compliance with SC Architectural / Engineering Registration Law. Any plan(s) drawn by an Architect/ Engineer shall have seals. The SC Architectural Board of Registration 803/ 896 – 4408 and SC Engineering Board of Registration 803/ 896 – 4428 can be contacted for more detailed information. All projects that are required to be sealed by a SC Design Professional according to SC registration law drawings will require [Special Inspections](#) and an Energy Code Analysis. Special Inspection documents can be found on the web at the following address: [http://www.greenvillecounty.org/Codes\\_Enforcement/applications.asp](http://www.greenvillecounty.org/Codes_Enforcement/applications.asp)

**Size of buildings** (including square footage of each floor, as well as total gross square footage) and break down of number of occupants, as defined in IBC 1003, shall be shown. In cases where the project is within a multi tenant building (strip malls) a key plan showing the total area of the building all tenant space occupancy classifications and location of fire walls, fire barriers, and tenant walls is required to be included with the Building Code Analysis.

**Minimum Building Code Analysis is to be included with all plans:**

### **Building Code Analysis :**

Scope of Work:

OCCUPANCY CLASSIFICATION:

TYPE OF CONSTRUCTION:

CONSTRUCTION AREA:

BUILDING AREA:

BUILDING HEIGHT:

BUILDING OCCUPANT LOAD:

**Energy Code Analysis, complete when a Design Professional is required:**

### **Energy Code Analysis**

Scope of work:

All New buildings and additions that require a Design Professional in accordance with SC Architectural and Engineering registration law shall submit a Com-Check-Web demonstrating compliance for the project Based on the 2006 IECC.

<http://energycode.pnl.gov/COMcheckWeb/>

All portions of the forms shall be completed including Envelope, Lighting, and Mechanical. The form shall also be sealed and signed

2. **Site plan** (Architectural or Engineering) shall be dimensioned and to scale. All structures, including existing, new, future additions, etc. shall be shown. All dimensions from property lines, between buildings, Zoning property set-backs, right of ways, parking, existing and proposed buildings, utilities, fire hydrants, Fire Dept. connections, fire pits, etc. (all shall be shown on site plans)

**Zoning Code Analysis is to be included with all plans for new buildings and additions:**

### **Zoning Code Analysis**

Scope of Work:

Zoning Classification:

Occupancy Use per GCZO Table 6.1:

Setbacks: Per GCZO Table 7.3

Front:

Rear:

Right Side:

Left Side:

Number of parking spaces required per GCZO 12:1, 12:2, 12:3.

Number of parking spaces provided:

Parking lot Landscaping per GCZO 12:4

Screening per GCZO 12:9

3. **Landscape plan** shall be provided as required by the Greenville County zoning Ordinance No. 3229 sections 12:4 Parking Lots, section 12:9 Screening and Buffers. And the Greenville County Tree Ordinance 4173.

4. **Foundation plans** shall also include footing details. All reinforcing and anchor bolt details including diameter, length, embedment, projection, hook, etc. shall be provided.

Where footings will bear on compacted fill material, the compacted fill shall comply with the provisions as set forth in IBC Section 1803.4. A sealed Engineer's Report Detailing this information will be required prior to a footing inspection.

5. **Floor plans** shall show all rooms, halls, restrooms, stairs, etc. All rated walls shall be clearly marked and labeled. **U.L. numbers** and a copy of the U.L. cut-sheet are required for rated assemblies and shall be incorporated into the set. Plans for building additions shall include existing portions of buildings.

6. **Complete elevations**, all sides shall be provided and fully dimensioned with proper grade elevations.

7. **Schedules** for rooms, doors, electrical, etc. shall show all fire ratings, dimensions, types of hardware, etc. that are necessary per IBC.

8. All **Storage Occupancies** shall provide a completed Storage Occupancy Submittal Supplement which can be found at: [http://www.greenvillecounty.org/Codes\\_Enforcement/applications.asp](http://www.greenvillecounty.org/Codes_Enforcement/applications.asp) Provide **MSDS** (with max. quantities written on each sheet). A summary sheet that categorizes the materials in accordance with IBC Table 307.1(1) shall be required in addition to the MSDS.

9. **Structural plans** showing details of foundation, walls, floors, roof, etc. are required. Provide details of connections for all members. Stairway construction shall be detailed showing tread and riser geometry. Engineered Metal Building design data sheet and erection drawings shall be provided.

10. **Mechanical**- duct layout, unit sizing (Btu's), and compressor tonnage. Indicate all rated walls and show all required fire dampers. Duct detectors shall be indicated and labeled (if system is 2000 cfms, 5 tons or serves an area used for egress). Provide gas piping sizes, type of pipe, pressures, and lengths to the meter. Drawings and suppression information on hood systems are required in all commercial buildings with cooking devices (this includes restaurants, churches, fire stations and day cares ). Outside Ventilation requirements shall be provided as outlined in IMC Table 403.3. Provide Condensate disposal methods, Equipment access size, Exhaust sizes, etc.

**Mechanical Code Analysis to be completed on all projects that include mechanical:**

**Mechanical Code Analysis**

Scope of work:

**Permit Data :**

Power Boiler, Incinerators, &/or Furnaces:

# Units: Up to 200,000 BTU per Hour:

# Units: 200,000 BTU per Hour and up:

Heat Pump or Package Units Up to 5-Ton:

Unit, Space, Wall, duct heaters, VAV units:

# Units: Up to 200,000 BTU per Hour:

# Units: 200,000 BTU per Hour and up:

# Gas Logs, Thru Wall Units, Pre-Fab Fireplaces:

# Gas Water Heaters:

Refrigeration:

# Walk-in Cooler, Freezers, 1-Ton and up:

# A/C or Chiller up to 5-Ton:

Additional Tons for all Systems over 5-Tons:

Additional Equipment:

# Range Hood: , Exhaust systems: , Dryers:

Installation of Gas Piping Yes\_\_\_\_ No\_\_\_\_

Installation or Alt. of Ductwork Only Yes\_\_\_\_ No\_\_\_\_

Required Outdoor Ventilation Air per IMC Table 403.3:

Total CFM of Outdoor Ventilation Air Required:

Total CFM of Outdoor Ventilation Air Provided:

11. **Electrical**- Riser diagram (service entry). A Single-line drawings, for service including conductor size, type of wire, temperature rating. Provide a panel schedule (include number of **Amps** and **Breakers**). Plans indicating over 400 amps require engineered drawings.

**Electrical Code Analysis to be completed on all projects that include electrical:**

**Electrical Code Analysis**

Scope of work:

**Permit Data:**

New Service:

# amps:

# of branch circuits:

Service Change or Upgrade:

# amps:

# Branch circuits:

House Meter:

# amps:

# Branch circuits:

12. **Plumbing**- isometric diagrams for plumbing drains, vents, etc (include all sizing information). Number of fixtures required shall be in accordance with IPC 407. Handicap requirements per ANSI A117.1-2003 shall be met.

**Plumbing Code Analysis to be completed on all projects that include plumbing:**

**Plumbing Code Analysis**

Scope of work:

**Permit Data:**

Septic: New Existing

Sewer: New Existing

LF of Drain/Waste:

(permitting underground only, or repairs)

# of LF Storm Drain Lines:

(includes Leaders/Downspouts)

**Plumbing Fixture Data:**

# Water closets: M: F:

# Unisex:

# Lavatories: M: F:

# Unisex:

# of Bathtub/showers:

# of Drinking Fountains:

(Minimum of one high/low accessible unit)

# Service sinks:

# Water heaters:

# Grease trap:

Total # fixtures:

(Count all that have a supply and a drain)

Total Drainage Fixture Units IPC table 709.1: (sum of all fixtures)

13. **Sprinkler Specification Sheet** shall be provided for sprinkled buildings, prior to obtaining a permit. A **Fire Sprinkler System Certificate of Compliance** shall be submitted prior to the installation of the sprinkler system. These 2 state forms are available for download at: <http://www.llr.state.sc.us/FMARSHAL/index.asp?file=forms.htm> Sprinkler shop drawings are to be submitted to the SC State Fire Marshal's office for approval, and local Fire Marshal for review. A **Fire Sprinkler System Certificate of Compliance** shall be completed and filed with the Greenville County Plan Review Department and the local Fire Marshal prior to the final fire inspection. Fire alarm plans shall include all requirements as outlined in IBC Section 907.1.1 & NFPA 72 and shall be submitted for review.

Due to restructuring of the Inspection/Plan Review Department, Code analysis Information is required for all trade disciplines on their respective cover sheets. This will afford a more practical turn around time for the plan review.

**Application Number** (Permit Number) given at time drawings are submitted shall be kept and given to the owner, architect, engineer, contractor, etc. Calls for drawing status, or attempts to obtain permits must have the Application Number. Tracking of drawings can not be done by address or name of project. Plan Status can be checked by calling the **Automated Line 864/467-5660**

This form and other forms are available on the web at : [www.greenvillecounty.org](http://www.greenvillecounty.org)

(30 Jul 1998 / Rev – 20 Feb 2009)