

# Townhouse Permit Submittal Requirements

(2015 IRC Residential Review)

## Greenville County

Greenville County Square

301 University Ridge, Suite 4100  
7060

Greenville, SC 29601 - 3660

864/ 467 -

Submittal requirements to secure a permit for a Townhouse building:

1.) Complete both [Commercial Building](#) and [Zoning](#) Applications.

(Commercial Application is used for 3 or more units attached)

2.) Tax Map No. can be obtained from the owner of the property, the landlord, or through Real Property Services 864-467-7300 or Internet; <http://www.greenvillegov.org/appsAS400/RealProperty/> A separate address and tax map number is required for each individual Townhouse, the parcel shall include a front and rear yard per Greenville County Zoning Ordinance.

**3. Two complete sets of plans are required that include the following:**

### Site Plans including:

- a. Site plans must be drawn to scale and include dimensioned property lines, Indicate all buildings existing or proposed, with dimensions between buildings and property lines,
- b. Parking layout, entry, and exit drives,
- c. Zoning property setbacks lines shall be indicated,
- d. Fire Hydrant locations,
- e. Each unit's address must be indicated on plan,
- f. A parking lot landscaping plan in accordance with Greenville County Zoning Ordinance (GCZO) section 12:4,
- g. If 1 acre or more is disturbed for the project a Tree Planting or Tree Protection Plan is required to be submitted in accordance with Greenville County Tree Ordinance No. 4173, Note that this plan is required prior to applying for a Land Disturbance Permit
- h. All site plans shall be designed, and sealed, by a design professional.

Note that a Civil Submittal is also required by Land Development Department to obtain a Grading Permit. The Subdivision Department also requires a proposed site plan.

### Architectural Plan Including:

- a. A Code Analysis,
- b. A plan for each individual building configuration (i.e. three unit building, five unit building, etc.),
- c. Each individual townhouse floor plan,
- d. Dimensioned elevation plan,
- e. A detail of the demising wall between units. A two hour wall is required unless the units are sprinklered then a reduction to one hour is allowed, The detail shall be from U.L. or other approved testing lab and include the detail and product narrative on the drawing, Details of connection or penetration of roof and detail of separation at overhangs shall be required,
- f. A radon vent detail per IRC appendix F (activation will be required if testing indicates a necessity),
- g. A window schedule including dimensions of the required egress windows,
- h. Drawings are to be sealed and signed by a SC licensed Architect per SC Architectural Registration Law SS 40-3-290. A firm seal (COA) is also required if the title block includes a firm name.

**Structural Plans.**

- a. A footing and foundation detail,
- b. Framing connection details,
- c. Truss plans (sealed and signed in accordance with SC Engineering Registration Law SS40-22-280),
- d. All drawings are to be sealed and signed in accordance with SC Engineering Registration Law SS40-22-280 by a SC licensed engineer if produced by an engineer or if overall building containing the Townhouse units is greater than 5,000 square feet.

**Mechanical:**

- a. HVAC unit locations,
- b. Schedule including all appliances and sizes.
- c. Dryer vent detail and specifications and length of run
- d. Gas piping detail include length of run, operating pressure of gas, size and type of pipe,
- e. All drawings are to be sealed and signed in accordance with SC Engineering Registration Law SS40-22-280 by a SC licensed engineer if produced by an engineer or if overall building containing the Townhouse units is greater than 5,000 square feet.

**Electrical:**

- a. Single line service entry drawing for each Townhouse,
- b. Ground detail or descriptive note on drawing,
- c. Panel schedule including size,
- d. GFI, and arc fault receptacle locations or note on drawing,
- e. Smoke detector locations and specifications. Detectors are to be listed and labeled in accordance with U.L 217 and installed per NFPA 72 for household warning equipment. Notification audible shall be low frequency.
- f. Carbon Monoxide detector location and specification. Detectors are to be listed and labeled in accordance with U.L. 2075 and installed in accordance with NFPA 720.
- g. All drawings are to be sealed and signed in accordance with SC Engineering Registration Law SS40-22-280 by a SC licensed engineer if produced by an engineer or if overall building containing the Townhouse units is greater than 5,000 square feet.

**Plumbing:**

- a. Drain and vent isometric, building drain to exit each Townhouse a minimum of 30",
- b. Fixture schedule for each Townhouse,
- c. Total drainage fixture unit for each Townhouse,
- d. All drawings are to be sealed and signed in accordance with SC Engineering Registration Law SS40-22-280 by a SC licensed engineer if produced by an engineer or if overall building containing the Townhouse units is greater than 5,000 square feet.

**Energy**

- a. A residential com check including Building Envelope, Mechanical, Lighting or
- b. Details reflecting prescriptive requirements of IRC Chapter 11.
- c. All drawings are to be sealed and signed in accordance with SC Engineering Registration Law SS40-22-280 by a SC licensed engineer if produced by an engineer or if overall building containing the Townhouse units is greater than 5,000 square feet.

The above submittal requirements are intended to be all inclusive however based on the design of the buildings and units additional details, specifications or plans may be required at the discretion of the Building Official.