

# Townhouse Permit Submittal Requirements

(2018 SCRC Residential Review)

## Greenville County

Greenville County Square 301 University Ridge, Suite 4100 Greenville, SC 29601 - 3660 864/ 467 - 7060

Submittal requirements to secure a permit for a Townhouse building:

1.) Complete both [Townhouse Construction](#) and [Zoning](#) Applications for each Unit.

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;

<https://www.greenvillecounty.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, Collated and Bound are required, including 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 Department Access and Fire Hydrant locations,
- e. Each unit's E-911 Assigned address must be indicated on plans,
- 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. Retaining walls, Sewer, Electrical Service entry locations

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. Two sets of these shall be provided for review (May be substituted for the above if all information is provided).

### Architectural Plan Including:

- a. A full Code Analysis,
- b. A plan for each individual building configuration (i.e. three unit building, six unit building, etc.),
- c. Each individual townhouse unit floor plan,
- d. Dimensioned elevation plans,
- 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, including dimensions.
- 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. Carbon Monoxide and Smoke Alarms
- i. Vehicle Impact protection as required (i.e. Garages)
- j. Hurricane clips and other such details.
- k. Truss layout plans

**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), may be provided at time of inspections.
- d. Hurricane clips and other such details.

**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,

**Electrical:**

- a. Single line service entry drawing for each Townhouse, and service entry locations
- 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.

**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,

**Energy**

- a. A signed REScheck including Building Envelope, Mechanical, Lighting or
- b. A Letter of prescriptive compliance and plan details reflecting prescriptive requirements of 2009 edition of the International Energy Conservation Code.
- c. All methods shall be signed by the responsible party and contact information provided.

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.

Design professionals are not required for SCRC/IRC designed Townhouses, however should documents be designed/provided by such, those documents are to be sealed and signed per SC Architectural Registration Law SS 40-3-290 and SC Engineering Registration Law SS 40-22-280. A firm seal (COA) is also required if the title block includes a firm name.