

SUMTER CITY/COUNTY
COMMERCIAL DEVELOPMENT
CHECKLIST

- Site Plan Requirements/Application Enclosed
- Building Checklist/Application Enclosed
- Forms and applications are listed on our website by department at www.sumtersc.gov
- For assistance with permit fee calculations, please see our permit fee calculator located on our website or contact Debbie Rauch (803)774-1617 for further assistance.

❖ **Please note: we can not process any permits without the minimum permit fees paid at time of submittal.**

- Initial plan review will normally be completed in a minimum of 10-12 working days unless extenuating circumstances apply.
- All professional licenses must be current with [SCLLR](#). A copy of all contractor business licenses is required prior to issuance of building permits.
- Our mailing address and telephone/fax are as follows: City of Sumter Building Inspections Department
12 West Liberty Street, Sumter, South Carolina 29150
Telephone: (803)774-1600 Fax: (803)774-1687
- Primary Contacts

Zoning Department: Jeff Derwort, Zoning Administrator, (803)774-1611;
Helen Roodman, Planning Director, (803)774-1636 and Kyle Kelly, Senior Planner (803)774-1612

Building Department: Steve Campbell Building Director, (803)774-1620; Woody Avins Building Official/Plans Review Manager, (803)774-1627; Debbie Rauch Permit Process Manager, (803)774-1617; Robin Ayers Inspection Scheduling Coordinator, (803)774-1634

Public Works Office: Richard Pring, Director of Public Works, (803)436-2672

Sanitation Office: Randolph Page, Director of Sanitation, (803)436-2673 **Engineers**

Office: Bill Rozier, City Engineer, (803)436-2551

Storm Water Management: City: Teige Elliott, Storm Water Program (803)236-2644, County: Alfred Conyers (803)774-3855

Fire Department: Robbie Rickard, Fire Marshal, (803)774-2808

South Carolina DOT: Project Engineering Technician, (803)778-5466

DHEC Sumter Office: Main office (803)773-5511

Downtown: Howie Owens, Downtown Manager, (803)436-2535

Mapping Office: (803)436-2128

Business License: Sharon Felder (803)774-1624

Building Plan Submittal Checklist

Please complete this form and return with submittal package

Project Name: _____
Project Address: _____
Applicant Name and Contact Information: _____

Plans (submit 2 paper sets or a Digital copy) to obtain a commercial building permit. Plans shall be of sufficient detail to clearly describe the project with primary emphasis on the following:

- 1) Structural integrity
- 2) Life safety
- 3) Barrier-free accessibility
- 4) Building codes compliance

Cover Sheet: _____

- Project identification
- Project address and site location map
- Listing of design professionals
- Complete Code Analysis with restroom requirements: From the 2021 IBC
- Egress travel routes and distances shown on reduced size floor plan
- Statement of Special Inspections

Site Plan _____ (2 sets)

- Existing conditions
- Building and parking layout
- Landscape and Tree Protection plan
- Storm Water plan
- Utility plan

Foundation Plan: _____

- Show all structural design criteria

Floor Plan _____ (Paper Document or Digital)

Framing Plans: _____

Exterior Elevations: _____

Building Sections and Wall Sections: _____

HVAC System IMC 2021 _____ (Mech. Permit must be submitted with Building permit)

Plumbing System IPC 2021 _____ (Plumb. Permit must be submitted with Building permit)

Electrical system NEC 2020 _____ (Elect. Permit must be submitted with Building permit)

Fire Protection IFC 2021 _____ (KNOX BOX required)

- ❖ Both Fire Alarm and Fire Protection Plans must be approved by the State Fire Marshall.

Specifications: (Please identify each Document) _____
Soils Report Metal Building Certification Pre-Engineered Wood Truss Design FSSS

I certify that the Building and Site Plans submitted are a complete package for permit review and approval.

Signature: _____ Date: _____

Print Name: _____