

Commercial Plan Review Guidelines

(Commercial Plans excluding One and Two Family Dwellings)

Greenville County

Greenville County Square 301 University Ridge, Suite 4100 Greenville, SC 29601 - 3686 864 - 467 - 7060

Go to eTRAKit and Create an Account.

<https://grvlc-trk.aspgov.com/eTRAKIT/login.aspx?lt=either&rd=~/PermitApplication/step1.aspx&activityNo=>

- 1. Sealed Plans:** Drawings prepared by Design Professionals are required to be sealed. Plans and seals shall be in accordance with the SC Architectural/Engineering Registration Laws. The SC Architectural Board of Registration 803-896-4408 and SC Engineering Board of Registration 803-896-4422 can be contacted for additional information.

Plans require a design professional if the overall building area is 5000 sqft or larger or there is Assembly, Educational, Hazardous or Institutional in the structure. This requirement is not based on the tenant size or area of construction, but rather the building size itself.

Note: All Electrical Systems over 400 amps will require engineered plans.

- 2. Code Analysis:** All drawings shall have a completed Code Analysis as part of the set. 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. **Size of buildings** shall be shown, including square footage of each floor, as well as total gross square footage and break down of number of occupants, as defined in IBC 1004.

Building Code Analysis: (Minimum Information)
Code Analysis: Example

| | |
|---------------------------|----------------------------------------------------------------------|
| OCCUPANCY CLASSIFICATION: | Assembly A-2 |
| TYPE OF CONSTRUCTION: | II-B |
| SPRINKLER SYSTEM: | NPFA-13 |
| CONSTRUCTION AREA: | 250 sqft |
| BUILDING AREA: | 1 st Floor: 5,000 sqft 2 nd Floor: 5000sqft |
| BUILDING HEIGHT: | 20'-6" |
| BUILDING OCCUPANT LOAD: | 125 Maximum |

- 3. Site / Civil Plans:** (Architectural or Engineering) shall be dimensioned and to scale. All structures, including existing, proposed, future additions, etc. shall be shown. All dimensions from property lines, distances between buildings "Fire Separation Distance", Zoning property set-backs, right of ways, parking, Fire Department access, existing and proposed buildings, utilities, fire hydrants, fire department connections (FDC), fire sprinkler pits, etc. shall be shown on site plans.
- 4. Floor plans:** Show all rooms, halls, restrooms, stairs, etc. All rated walls shall be clearly marked and labeled. Plans for building additions shall include existing portions of buildings.
- 5. Fire Rated Assemblies:** A U.L. (or other approved testing agency) **number** and current copy of the **certification** are required for all rated assemblies and penetrations. These details shall be incorporated into the plan set.
- 6. Elevations/Sections:** All exterior views shall be provided and fully dimensioned with proper grade elevations. Interior elevations and partial/full cut-sections shall be provided as necessary for clarification.
- 7. Stairs/Ramps:** Stairway and ramp construction shall be detailed showing tread and riser geometry, guard/handrails and landings. All slopes, dimensions and other information shall be provided to verify code compliance, including handicap accessibility.
- 8. Schedules:** for rooms, doors, windows, etc. shall show all fire ratings, dimensions, types of hardware, etc. that are necessary per IBC.
- 9. Storage:** shall provide a completed Storage Occupancy Submittal Supplement which can be found at: <http://www.greenvillecounty.org/BuildingSafety/Forms.aspx> Provide all **SDS**, and a product summary sheet that categorizes the materials and quantities per SCBC/IFC.
- 10. Foundation Plans:** Plans shall include the slab, footing and other foundation details. Reinforcing and anchor bolt details including diameter, length, embedment, projection, hook, etc. shall be provided. Where footings will bare on compacted fill material, the compacted fill shall comply with the provisions as set forth in the SCBC
- 11. Structural Plans:** Provide foundation, wall, floor, roof, and connection details. Pre-engineered Metal Building documents shall include; design data and erection drawings.
- 12. Special Inspections:** All Greenville County Special Inspections forms and supporting information shall be submitted at the time plans are uploaded. Incomplete forms or forms with blank lines should not be uploaded.
- 13. Energy Code Analysis:** An analysis is required for projects as outlined in the 2009 IECC or ASHRAE 90.1 - 2007. A COMcheck (RESchecks can be provided for Multi-Family Structures that are three stories or less in height), Statement of Prescriptive Compliance or other approved document demonstrating compliance for the project shall be included as part of the plan set.

All applicable portions of the forms shall be completed or addressed including Building, Envelope, Interior Lighting, Exterior Lighting, and Mechanical. The documents shall include contact information and be signed and sealed as required by SC Architectural or Engineering Registration Laws. This may be included on the coversheets of each respective discipline, on a separate Energy Compliance sheet, or as an 8-1/2x11 supplemental document.

- 14. Mechanical:** A schedule of all equipment including CFM, unit sizing (Tonnage), SEER Ratings. Indicate all rated assemblies and show all penetration protection details. Provide a Supply and Return duct layout, gas piping type, sizing, pressure, and lengths. Show outside ventilation requirements. Condensate disposal compliance methods, equipment location and access, all exhaust locations, etc. Provide drawings, specifications and suppression information on hood systems.
- 15. Electrical:** A riser diagram (including service entry) and single-line plans shall be provided. Plans shall include: conduit size, size and type of conductors, temperature rating etc. Provide a panel schedule (include Service and panel of Amperages and labeled Circuit Interrupting Devices (ie Cicut Breakers, Etc.). All Systems over 400 amps will require engineered plans.
- 16. Plumbing:** Isometric diagrams, sizing details and locations shall be provided. Provide all supply, vent, grease interceptors, drains (including roof).
- 17. 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 two state forms are available for download at: <http://scfiremarshal.llronline.com/EngServices/index.asp?file=forms.htm>
- 18. Sprinkler shop drawings:** Check with the local Fire Marshal to verify if plans are to be reviewed by the Local Fire Department or by the SC State Fire Marshal's Office. NO work shall begin on underground or overhead sprinklers until approvals are secured.
- 19. Fire alarm Plans:** shall include all requirements as outlined in IBC Section 907.1.1, IFC 907.1.1 & NFPA 72 and shall be submitted to the Local Fire Marshal for review.
- 20. Floodplain:** Properties adjacent to or containing Floodplain should contact Floodplain Management for additional information 864-467-7523.
- 21. Grading Permit:** A submittal to the Land Development Division may be required; for details call 864-467-4610. If a Grading Permit is required a copy of the LDD Approved plans should be included in the building submittal package for review by the Code Compliance Agency.
- 22. Zoning:** See the Zoning Site Plan Checklist and Resources page at: <https://greenvillecounty.org/Zoning/Resources.aspx>
<https://greenvillecounty.org/Zoning/pdf/ChecklistCommercialIndustrial.pdf>
for additional questions contact the Zoning department at: 864-467-7425

Plan Review – Plan Submittal Checklist

(This Checklist may help ensure all required plans are provided for review Additional information may be required)

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(Incomplete Submittals Will Result in Delays)

_____ 1. Verify Plans have been properly **Formatted and Named** per these Guidelines:

<https://greenvillecounty.org/buildingsafety/forms/CommercialPlan%20ReviewElectronicSubmittals.pdf>

_____ 2. **Description of Project:**

- | | |
|--------------------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Commercial Addition w/ No Site Work | <input type="checkbox"/> Commercial w/ Site Work |
| <input type="checkbox"/> Commercial New Construction | <input type="checkbox"/> Commercial Alteration |

_____ 3. **Submittal Type:** (See 4. **Required Plan**)

- | | |
|----------------------------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Foundation: 1-5,12 & 14 | <input type="checkbox"/> Full: 1-12, 14 & 15 |
| <input type="checkbox"/> Shell: 1-6,8,12, 14 & 15 | <input type="checkbox"/> Mechanical stand-alone: 9, & 15 |
| <input type="checkbox"/> Vanilla Box: 1-12, 14 & 15 | <input type="checkbox"/> Electrical stand-alone: 10, & 15 |
| <input type="checkbox"/> Interior Alteration Up-Fits: 1,2,5,7,9-11,13 & 15 | <input type="checkbox"/> Plumbing stand-alone: 11 |
| <input type="checkbox"/> Addition to Existing Structure: 1-14 & 15 | <input type="checkbox"/> Demolition 1,2,3,5, & 16 |

_____ 4. **Required Plans:** (See 3. **Submittal Type**)

- | | |
|-------------------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> 1 Code Analysis | <input type="checkbox"/> 9 Mechanical (HVAC) plans |
| <input type="checkbox"/> 2 Sealed plans as required | <input type="checkbox"/> 10 Electrical plans |
| <input type="checkbox"/> 3 Site / Landscape plans | <input type="checkbox"/> 11 Plumbing plans |
| <input type="checkbox"/> 4 Foundation plans | <input type="checkbox"/> 12 Under Slab plans |
| <input type="checkbox"/> 5 Floor plans | <input type="checkbox"/> 13 Existing Building Floor plans |
| <input type="checkbox"/> 6 Elevations | <input type="checkbox"/> 14 Special Inspection Documents |
| <input type="checkbox"/> 7 Schedules (Door, Window, Finish, etc.) | <input type="checkbox"/> 15 Energy Compliance |
| <input type="checkbox"/> 8 Structural plans | <input type="checkbox"/> 16 IBC Chapter 33 |

_____ 5. **Specific Information / Plans:** (Provide all that Apply)

- 1 Fire Sprinkler Spec Sheet (FSSS) must submit if building is Sprinkled or system is altered.
- 2 Storage: Supplemental Storage Form is required (ie. Storage, or Accessory Storage uses).
- 3 Sewer / Septic Tank permit must be approved and presented at time of permitting.
- 4 Applied to Board of Zoning Appeals if required by the Greenville County Zoning Ordinance.
- 5 Flood Plain: Include Information on Site Plan

(This Sheet: 09 Oct 2003 - Rev. 20 June 2023)