



SUMTER CITY/COUNTY

Commercial Development

- Site Plan Requirements/Application Enclosed
- Building Checklist/Application Enclosed
- Forms and applications are listed on our website by department at www.sumtersc.gov
- For permit fee calculation Debbie Rauch (803) 774-1617 can be of assistance.
- 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 29151
Telephone: (803) 774-1600 Fax: (803) 774-1687

PRIMARY CONTACTS

Zoning Department:

- Donna McCullum, Zoning Administrator, (803) 774-1619
- Helen Roodman, Senior Planner, (803) 774-1636
- Joey Adams-Raczkowski, Senior Planner (803) 774-1639

Building Department:

- Tripper Lee, Plans Examiner, (803) 774-1638
- John Bogdany, Electrical Plans Examiner, (803) 774-1614
- Cindy Marshall, Inspection Coordinator (803) 774-1634

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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) 436-2601

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

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

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

Mapping Office: Emily Banar, (803) 436-2128

Auditor Office: Cindy Morse (803) 436-2141

Business License: Main Office (803) 774-1601

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BUILDING PLAN SUBMITTAL CHECKLIST

**Please complete this form and return with your submittal package.*

Project Name: _____

Project Address: _____

Applicant Name and Contact Information: _____

Plans (2 sets) submitted to obtain a commercial building permit 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 2012 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

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Foundation Plan:

- Show all structural design criteria

Floor Plan (Both paper document and PDF)

Framing Plans

Exterior Elevations

Building Sections and Wall Sections

HVAC System IMC 2012 (Mech. Permit must be submitted with Building permit)

Plumbing System IPC 2012 (Plumb. Permit must be submitted with Building permit)

Electrical system NEC 2011 (Elect. Permit must be submitted with Building permit)

Fire Protection IFC 2012 (KNOX BOX required)

- Both Fire Alarm and Fire Sprinkler are reviewed/permited separately from initial submittal.

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: _____

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