

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 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 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 and 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

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

Business License: Main Office (803)774-1601

Building Plan Submittal Checklist

Please complete this form and return with 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

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 2015: _____ (Mech. Permit must be submitted with Building permit)

Plumbing System IPC 2015: _____ (Plumb. Permit must be submitted with Building permit)

Electrical system NEC 2014: _____ (Elect. Permit must be submitted with Building permit)

Fire Protection IFC 2015: _____ (KNOX BOX required)

- ❖ Both Fire Alarm and Fire Sprinkler are reviewed/permitted 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: _____