

City of Union

101 Sharpe Ave, PO Box 987, Union SC 29379

Commercial/Industrial Building Plan Review & Zoning submittal Requirements

1. 911 Address
2. Tax Map number
3. Recorded Plat of property
4. Zoning Site Plan Review

Check Zoning district for setbacks and supplemental regulations for landscaping, parking, lighting, and sign regulations for requirements.

 - a. Zoning Ordinance and Flood Plain
 - b. Three sets of zoning site plans signed and sealed by a S.C. registered architect/engineer showing building height, distance between main buildings, location of property lines, setbacks, abutting rights of way, parking layout, handicapped parking and ramps, entrances to site, curbs, fire hydrants, location of fire department connections, fire lanes and landscaping details with lighting and paved areas. Show location of all signs to be installed and square footage.
 - c. Show vicinity sketch of surrounding contiguous zoning districts
 - d. Provide (1) copy of recorded plat
 - e. Show all fire hydrants within 500 feet of the building
 - f. Property lines must be staked out
5. Building Permits/Plan Review
 - a. Please submit three sets of plans and one electronic copy of plans. Plans must be stamped, sealed, and signed by a licensed S.C. registered architect/engineer when required. (All plans must be bound, no loose sheets please)

All plans – must contain full code summary of specific information required by the **2018 IBC Building Codes**.

1. If your building is a pre-engineered structure you will need a letter of certification from the building's manufacturer's S.C. registered engineer or stamped with seal.
2. If your building requires an alarm or a sprinkler system, you will need to send it to the State Fire Marshall's Office along with FSSS application.
- b. South Carolina General Contractor's License to apply for permit along with name, address, and telephone number of the company, & contractor's email address.
- c. Subcontractor's list with their license number along with name, address, and telephone number of company, & contractor's email address.
- d. State Sediment & Erosion Control Permit (DHEC)
- e. NPDES Storm Water Construction Permit (DHEC)
- f. Soil compaction test – letter from third party including required chapter 17 application.
- g. Commercial Energy Code Compliance Check verifying the insulation values are correct for commercial applications.
- h. Completed Building Permit Application.

6. Encroachment Permit from SCDOT.
7. Total cost of the job including material, labor, and profit.
8. It is the contractor/owner's responsibility to submit any changes or deviations from the plans submitted and approved throughout the duration of the project, prior to executing the change(s).
9. Any other relevant information deemed necessary by the Building Department may be requested at any time throughout the duration of the project.

Please submit plans via email to Kathy Teague at kteague@cityofunion.org or by delivery to 101 Sharpe Ave, PO Box 987, Union SC 29379 for questions please email or call 864-429-1720

You are not permitted to begin work until a permit has been issued. If a job is started before a permit is issued it will result in a fine double the total permit fee/cost.

Please allow up to 10 days for commercial plan review / permit issuance for typical projects.