

# Hampton County Building Department

## Commercial Permit Submittal Requirements

1. Permit application filled out and signed (filled in its entirety to include email address of both Owner and Contractor)
2. 2 paper copies and one digital copy of blueprints drawn to sufficient detail to verify Code Compliance, Life Safety, and ADA. If the Building is an Assembly, Education, Institution, or Hazardous use (**regardless of size or scope of work**), or 5,000 sqft or more, plans must be prepared by a Design Professional, which may include both an Architect or Engineer registered in South Carolina as well as MEP's. The preparer of the plans must identify themselves by signing the drawings. A design Professional must include their SC seals. **New construction will require Structural Design for Wind Load.**
3. Civil Site Plans as required and approved Storm Water Plans
4. Site Plan drawn to scale showing actual dimensions and shape of property, the exact location of all existing structures and the exact location of the proposed structure/addition, driveways, and any other appurtenances present
5. Special inspection Report (Required Inspection, if any and party to perform inspection)
6. 2 copies of ComCheck or other approved method of verifying Energy Compliance
7. A Manual D or ACC 183 ASHRE 90.1 for HVAC and verification of lighting compliance
8. E-911 address verification (cannot permit with a PO Box)
9. Contractor and Subcontractor list (include a copy of Contractor License)
10. Notarized letter of authorization from Contractor if any other than Contractor obtains the building permit

**\*\*\*Additional items may be required or requested by the Building Official during Plan Review\*\*\***