

## Planning & Development Dept. - Permit Application Center

P.O. Box 11706, or 155 Johnston Street  
Rock Hill, South Carolina 29731-1706  
Phone: 803-329-5590 FAX: 803-329-7228  
[www.cityofrockhill.com](http://www.cityofrockhill.com)



## BUILDING PLAN REVIEW INSTRUCTIONS AND CHECKLIST

Use this checklist to submit building plans for review to construct a new building or an addition to an existing building.

Plans are submitted to the Permit Application Center or PAC. The PAC is responsible for coordinating your plan review through the necessary City departments. Plan review typically takes up to 10 business days. Complex or large plans may take longer.

Buildings that are 20,000 square feet or greater require a Site Plan approval prior to submitting civil construction plans and building plans for review. See the [Site Plan checklist](#) for more information. You may submit your building plans for review at the same time as the civil construction plans but they should be a separate package as each has different permitting requirements. Only a one page reference site plan should be included with the building plans in the building plan package. For more information about Civil Site Construction plan review, please see the [Civil Site Construction Plans Checklist](#). A Landscape and Lighting Plan must also be approved before the building permit can be issued for the project. These are usually part of the Civil Construction Plan package. For more information about the Landscape and Lighting Plan, please see the [Landscape and Lighting Plan Checklist](#). Do not include landscape or lighting plans with the building plans. They must be submitted separately for review.

You are responsible for routing your plans to other agencies outside of the City. Food service establishments should check with SCDHEC for their required specifications. Fire Sprinkler Plans for new systems are reviewed by the SCLLR State Fire Marshal in addition to the City. Please see the [Fire Sprinkler System Plan Checklist](#) for more information.

The **architect of record for the project, general contractor and all subcontractors** must have a [City of Rock Hill Business License](#) before they can obtain permits or plan approval.

Some occupancies, types and sizes of buildings require a South Carolina architect and/or engineer preparation with the seal and signature of the architect or engineer on each page of the plans. South Carolina allows a digital seal to be used on the plans when submitting plans for review digitally. Corporations must include their COA (certificate of authorization) seal if the corporation name is listed on the title block of the plans. See [Architectural Seal Requirements](#) and the [SCLLR website](#) for more information.

### How to Submit Plans

Electronic plan submission is required and allows for a faster plan review. Please combine all sheets into one .pdf file and add bookmarks listing the sheet number to each page. Once plans are approved a paper copy will be requested. Submit plans using the following -

- Via Online Services website at [www.cityofrockhill.com/onlineservices](http://www.cityofrockhill.com/onlineservices)
- Via FTP site (contact us for login info)

### Please submit the following for plan review:

- [Plan Review Submittal Form](#)
- Site plan** - Include a copy of the approved Site Plan.
- Building plans** - Please combine all sheets into one PDF file and add bookmarks listing the sheet number to each page. This will expedite the plan review process.
- [Electrical Load Data form](#) – This form is required by our Utilities Department to complete their plan review. Even though this information may already be on your plans you must complete this form for Utilities.
- COMCheck Forms** - Visit [www.energycodes.gov](http://www.energycodes.gov) for more information. COMChecks for lighting, building envelope and mechanical should be included.
- Geotechnical report prepared by a civil engineer or equivalent.**
- Special Inspections Information.** See the [SCLLR Special Inspection Manual](#) for detailed information.
  - Provide a [Schedule of Special Inspections](#) - See attached example. If none are required, list this on the plans.
  - Complete the [Special Inspections Form, List of Special Inspectors and Contractor's Statement of Responsibility](#) with a list of the special inspectors and a copy of their certifications.
- FOG Grease Discharge Permit Application** - Food Service Establishments will need to obtain a Grease Discharge Permit and install a Grease Removal Device. Visit [www.cityofrockhill.com/FOG](http://www.cityofrockhill.com/FOG) for more information. This is required before the certificate of occupancy can be issued. Specifications for the grease removal device should be submitted during plan review.
- [Zoning and Building Compliance Form](#) – The tenant(s) occupying the space should complete and Application to Start or Change a Business. This form is required for plan review unless a tenant is not known at this time.

When the review is complete, the contacts listed on the **Plan Review Submittal Form** will receive an email with the results. If plans are disapproved, a list of items to be corrected will be attached. Use the [Plan Resubmittal Instructions](#) to guide you in preparing your plans for resubmittal. You should always submit the complete set of plans with each revision.

The general contractor should complete these forms to obtain the building permit after plan approval:

- [Building Permit Application](#)
- [New Contractor Application](#) - for general contractors and subcontractors applying for their first permit in Rock Hill.
- [Business License Application](#) – the general contractor and all subcontractors are required to obtain a City business license.

## BUILDING PLAN REVIEW CHECKLIST

### BUILDING DATA

- Provide an index of drawings and a contact list of all parties including Architect, Engineers, Property Owner, Tenant and Contractor. Include name, address, phone number and license numbers of each professional.
- Include [Building Code Summary](#) information (also known as Appendix B in NC) on cover sheet. See the [Building Code Summary](#) for a complete list of information to include.
- Provide a Statement or Schedule of Special Inspections that will be required for the project and complete the [Special Inspections Form](#). See the attached example of a statement of special inspections. SCLLR also has a [Special Inspection Manual](#). A list of each special inspector along with his state license information is required to be provided before a building permit can be issued.

### ARCHITECTURAL AND STRUCTURAL PLAN

- Foundation plan, sections and details and seismic design sealed by appropriate engineer. Show details of foundation, walls, floors, roof, etc.
- Geotechnical report/Soil test reports.
- Perimeter insulation detail.
- Sizes, spacing and grade of framing material.
- Floor plan identifying all rated and non-rated partitions, corridors, doors and other openings.
- Detailed floor plans including room names, dimensions and notes. All rated walls shall be clearly marked and labeled.
- Toilet Room layout at a sufficient scale to determine required details and dimensions.
- Ramp and Stair details for any new structures.
- Schedules as applicable: windows, door and hardware, interior finishes, fixtures, etc.
- Details for fire resistive designs such as tenant, occupancy, or corridor separation.
- All fabric awnings or canopies must be accompanied by a letter of certification of fire resistance from the manufacturer.
- Engineered metal building drawings shall be provided for pre-engineered metal buildings.
- Details and specifications for any high-piled combustible storage.
- Elevation drawings that meet the Architectural Design Standards from the Rock Hill Zoning Ordinance. See the section below for more information.

### ARCHITECTURAL DESIGN STANDARDS FROM THE ROCK HILL ZONING ORDINANCE (RHZO)

The City of Rock Hill architectural design standards help create attractive and lasting buildings. These standards specifically address elements such as the location of buildings, materials used, the amount of glass used, roof design, building entry design, etc.

#### COMMERCIAL AND INSTITUTIONAL BUILDINGS (RHZO 6-800(C))

These apply to all commercial and institutional development except:

- Uses in Old Town would follow the *Infill Design and Development Standards* section below; and
- Retail uses larger than 20,000 square feet would follow the *Large Retail Design Standards* section below.

1. **Fronting the street:** Buildings must have the primary façade face the street, unless the use is an educational facility, health care facility, religious institution, or government facility. Additionally, in pedestrian-oriented areas, an operable primary building entrance must face the street.

2. **Wall offsets:** Front facades of 60 feet or more in width must incorporate wall offsets of at least 1 foot in depth and 10 feet in width every 40 feet. Refer to RHZO 6-800(C)(3) for alternatives and additional information.
  - a. Side Facades facing residentially zoned or used land must also meet these façade massing standards. RHZO 6-800(C)(6).
3. **Glazing:** Primary facades (ground floor only) must be glazed using the minimum percentages in RHZO Table 6-800(C)(4)(b). The glazing area is a percentage of the total primary façade area as measured from the ground to the underside of the roof. Buildings located on a corner lot must continue the glazing along the street side for a minimum distance equal to 10% of the buildings front elevation.
4. **Prominent entrance:** Building entrances must feature the minimum number of Prominent Entry features in RHZO 6-800(C)(5).
5. **Height:** Buildings located within 100 feet of land zoned or used for single-family detached residential are limited to a height of two stories or 30 feet.
6. **Materials:**
  - a. Corrugated metal siding and exposed smooth-finished concrete block are prohibited materials visible from public streets, public areas of adjacent sites, vacant lands zoned for single-family residential, and land containing single-family detached or attached dwellings.
  - b. Architectural grade metal siding may be approved by the Planning and Development Director as part of an overall building design.
  - c. Vinyl siding is permitted on a limited basis, as described in RHZO 6-800(C)(8)(b).
7. **Colors:** Primary building colors shall be low-reflective, subtle, natural, and/or earth tone colors. High-intensity, bright colors, metallic colors, and black or florescent colors are prohibited except for building trim constituting no more than 10% of the façade. RHZO 6-800(C)(8)(c).
8. **Roofs:**
  - a. Flat roofs shall be screened on all sides by a roof parapet and three-dimensional cornice treatment.
  - b. Pitched roofs shall have a minimum pitch of 4:12.
  - c. Roof-top equipment shall be located to the rear or screened with a parapet or screen wall that has a three-dimensional cornice treatment.
9. **Pedestrian plazas** featuring landscaping, seating areas, and other amenities are required at each building entrance. Refer to RHZO 6-800(C)(11)(d) for the minimum size of each plaza.

#### **INDUSTRIAL BUILDINGS (6-800(D))**

These apply to all industrial development except:

- Uses in Old Town would follow the *Infill Design and Development Standards* section below.
1. **Fronting the street:** When buildings are accessed or addressed from collector or arterial roads, and are located within 100 feet of the road, the front façade must front the street. See RHZO 6-800(D)(2).
  2. **Façade design:** Front facades and facades visible from public roads or public areas of adjoining sites must incorporate certain architectural details, such as wall offsets, changes in building materials, or vertical elements, as explained in RHZO 6-800(D)(3).
  3. **Prominent entrance:** Building entrances shall feature the minimum number of prominent entry features specified in RHZO 6-800(D)(3)(b).
  4. **Glazing:** Primary facades (ground floor only) of office areas or employee support areas (not warehouse or manufacturing areas) must be glazed with a minimum of 20% of the total façade area. The glazing area is a percentage of the total primary façade area as measured from the ground to the underside of the roof. RHZO 6-800(D)(4).
  5. **Materials:** (See RHZO 6-800(D)(5))
    - a. Corrugated metal siding and exposed smooth-finished concrete block are prohibited materials from public streets, public areas of adjacent sites, vacant lands zoned for single-family residential, and land containing single-family detached or attached dwellings. Corrugated metal may be approved on a building side or rear along walls planned for a future expansion.
    - b. Architectural grade metal siding may be approved as part of an overall design.
    - c. Vinyl siding is restricted to accessory office structures, and is limited in area.
  6. **Roofs:** (See RHZO 6-800(D)(6))
    - a. Flat roofs shall be screened from view of public roads and public areas on adjacent sites by a roof parapet. A three-dimensional cornice is required on any projecting office wing of an industrial building.
    - b. Pitched roofs shall have a minimum pitch of 4:12.
    - c. Roof-top equipment shall be located to the rear or screened with a parapet or screen wall or self-screening units.
  7. **Pedestrian zone:** A pedestrian zone including sidewalks, landscape planters, and amenities such as benches, fountains, or public art must be provided at the primary entrance. See RHZO 6-800(D)(7)(c) for requirements.

These apply to retail sales and services uses that are more than 20,000 square feet, and to multi-tenant buildings that include a single tenant space that is 20,000 square feet or larger.

1. **Glazing:** Primary facades (ground floor only) must be glazed with a minimum of 20% of the total façade area when it faces vacant land that is residentially zoned or contains existing residential uses, and with a minimum of 30% of the total façade area when it faces a public street. The glazing area is a percentage of the total primary façade area as measured from the ground to the underside of the roof. See RHZO 6-800(E)(2)(b) for more information.
2. **Wall off-sets:** Front facades of 60 feet or more in width must incorporate wall offsets of at least 2 feet in depth and 20 feet in width every 40 feet. Refer to RHZO 6-800(E)(2)(b) for alternatives and additional information.
3. **Colors:** Primary building colors shall be low-reflective, subtle, natural, and/or earth tone colors. High-intensity, bright colors, metallic colors, and black or florescent colors are prohibited except for building trim. RHZO 6-800(E)(2)(b).
4. **Materials:**
  - a. Corrugated metal siding and exposed smooth-finished concrete block are prohibited.
  - b. Architectural grade metal siding may be approved as part of an overall design.
  - c. Synthetic stucco (EFIS) is prohibited within 2 feet of the grade level and within 2 feet of any exterior door jamb.
  - d. Vinyl siding is prohibited.
5. **Roofs:**
  - a. Flat roofs shall be screened by a roof parapet and a three-dimensional cornice.
  - b. Pitched roofs shall have a minimum pitch of 4:12.
  - c. Roof-top equipment shall be located to the rear or screened with a parapet wall that has a three-dimensional cornice treatment.
6. **Customer entrances:** (See 6-800(E)(5))
  - a. Each side of a building facing and within 50 feet of a public street must have at least one customer entrance. However, no Large Retail Establishment will be required to provide entrances on more than two sides of the structure that face public streets.
  - b. Entrance design must have a certain number of design features.
7. **Parking depth:** (See 6-800(E)(6))
  - a. The amount of parking between a street and the building is limited according to the following:
    - i. Uses up to 50,000 square feet: No more than 60 feet of parking depth
    - ii. Uses between 50,000 and 100,000 square feet: No more than 150 feet of parking depth
    - iii. Uses over 100,000 square feet: No more than 220 feet of parking depth
8. **Pedestrian plazas:** A pedestrian zone including sidewalks, landscaping, and amenities such as benches, fountains, or public art must be provided along the entrance side of every retail building in scale with the size of the building. While the width may vary, it must average 50% of the façade height, with a minimum requirement of 10 feet and a maximum requirement of 25 feet. See 6-800(E)(7).

#### **INFILL DESIGN STANDARDS (RHZO 6-800(F))**

These apply to development in Old Town, except:

- Multi-family uses in Old Town follow the Design Standards for Multi-Family below.

1. **Orientation:** The long axis of new buildings must be consistent in orientation with the majority of other buildings on the same block face, or in the case of corner lots, with the majority of other buildings addressed off the same street. RHZO 6-800(F)(3)(a).
2. **Entrances:** An operable building entrance must face the street. RHZO 6-800 (F)(3)(b).
3. **Setbacks:** Front and side yard setbacks must be within 25% of the average of the existing setbacks found along the same block face. RHZO 6-800(F)(3)(c).
4. **Scale** is determined by the surrounding buildings. See RHZO 6-800(F)(3)(d) for more information.
5. **Parking:**
  - a. Parking and loading areas cannot be located between the building and the street it fronts except under rare conditions specified under RHZO 6-800(F)(3)(e).
  - b. Parking and loading areas should be located as far as possible away from existing single-family detached uses or vacant land that is zoned for single-family detached uses.
6. **Roofs:** (RHZO 6-800(F)(3)(f))
  - a. Roof design must be compatible with the roof form of existing structures of the same type use on the same block face.
  - b. Roof-top equipment must be located to the rear of the structure or screened to the maximum extent practicable.
7. **Building materials** are dictated by the predominant façade materials along the block face. Where no predominant material is present on 70% or more of the cumulative façade area, any material that is used on the block face may be used, except corrugated metal and smooth-face block are prohibited along any wall facing a street. See RHZO 6-800(F)(3)(g).

8. Street trees must be provided. RHZO 6-800(F)(3)(h). Where the block face includes street trees, new development must continue the existing conditions in terms of species, configuration, and average spacing. Where the block face does not include street trees, new trees must be provided in accordance with the regular requirements of Section 6-800 (A)(2)(g).
9. Street lighting: The existing street lighting conditions (fixture types, pole types, height, lamp type, etc.) along the block face must be continued. RHZO 6-800(F)(3)(i).
10. Front facades: The front façade width must not exceed 130% or be less than 50% of the average width of existing non-residential structures on the same block face. In cases where no such buildings exist on the block face, the maximum front façade width shall not exceed 150 linear feet in length. Wall offsets are required on front facades when facades exceed average width of the front facades on the block face, and on side facades that front existing single-family dwellings or land zoned for single-family use. See RHZO 6-800(F)(5) (a).
11. Windows and doors:
  - a. Heavily tinted or mirrored glass is prohibited on any façade facing a public street, vacant land zoned for single-family detached use, or existing single-family detached dwellings.
  - b. For all facades facing a public street, the ratio of window and door glazing to solid wall area cannot deviate by more than 30% from the average ratio for non-residential buildings on the same block face.

#### **DESIGN STANDARDS FOR MULTI-FAMILY**

The design standards for multi-family uses are found in both the Zoning Ordinance at 6-800(B)(3) and a separate design standards manual, which is available here: <http://www.cityofrockhill.com/departments/planning-and-development/more/planning-and-development/forms-applications-checklists/-folder-165>.

1. Orientation of buildings: The primary entrance must face the street, and at least 10% of the units must front onto open space. RHZO 6-800(3)(a).
2. Building size: Maximum of 15,000 square feet per building, or 25,000 square feet if at least 25% of the ground floor is reserved for commercial uses. RHZO 6-800(3)(b).
3. Building massing and consistency of façade design: Must include a distinct base, middle, and top. All sides must be treated the same in terms of design, materials, and colors, unless a side exclusively faces a service area or alley, or is not visible to the public. RHZO 6-800(3)(c) and (e).
4. Design of facades: Facades must have wall offsets every 30 feet and must contain several different design features. See RHZO 6-800(3)(d) for more information.
5. Design of building entries: Entries must contain significant architectural features. Breezeways are prohibited. All units should be either accessed directly from the exterior or through enclosed, shared access points that are monitored by a security system or on-site management/security and are accessed by a keypad, card access, or similar secured system. RHZO 6-800(3)(f).
6. Building foundations: For setbacks of 10 feet or more, the finished floor elevation of the front façade must be a minimum of 18 inches above grade. For setbacks of less than 10 feet, the finished floor elevation of the front façade must be a minimum of 24 inches above grade. RHZO 6-800(3)(g).
7. Garages and carports: Must be located to the side or rear of buildings. Garage doors cannot front a street. The exterior materials, design features, and roof form of garages and car ports must be compatible with the building it serves. Garage doors facing a street (other than an alley) must be recessed and contain detailing elements. RHZO 6-800(3)(h).
8. Parking: No parking lots can be located between the structure and the street it fronts. Parking located beside a building must not occupy more than 25% of the parcel's street frontage. RHZO 6-800(3)(i).
9. Building materials: Buildings must have a minimum of 50% brick, stone, or stucco on facades facing a public street or open space, and 30% on facades that front service areas, alleys, or are otherwise not visible to the public. Synthetic stucco (EFIS) may only be used above the first level. Vinyl siding, plywood, and exposed smooth-finished concrete block are prohibited. RHZO 6-800(3)(j).
10. Windows, doors, balconies, patios and porches: Windows and doors should be recessed within the façade or have dimensional surrounds or trim at least 4 inches wide. False balconies should not be used unless the depth is at least 12 inches from the façade. RHZO 6-800(3)(k).
11. Roof-top equipment: Roof-top equipment must be located on the rear or configured to have as minimal impact from the street as possible. Where wall-mounted equipment is visible from the street or any public area, it should be of a similar color to the façade and be integrated into the overall design. RHZO 6-800(3)(l).
12. Accessory site buildings such as service and delivery area, outdoor storage, trash storage, mail buildings, and other site amenities should be subordinate in size and consistent with the overall building material, architectural style, and character of development. RHZO 6-800(3)(m).
13. Open space must be functional, promoting outdoor recreation, scenic amenity, or shared exterior space for people to gather. RHZO 6-800(3)(n).
14. Pedestrian walkways must connect parking area with primary building entrances and the public sidewalk system. See RHZO 6-800(3)(o) for more information.

15. Use-specific standards: Also note that multi-family uses have the following use-specific standards, some of which can affect building plans.
- Must have on-site manager on premises if more than 50 units; must have nearby management office if less than 50 units.
  - Owner and manager must meet with Police Department prior to receiving certificate of occupancy for first building.
  - Storage of trailers, boats, recreational vehicles and other major recreational equipment must either be prohibited by management or provided in a parking area separate from regular automotive parking for residents.
  - Must provide a specified number of amenities from an approved list based on size of complex. See RHZO 4-300 for more information.
  - Fences are required between multi-family and single-family detached uses unless the uses are part of a cohesive development plan. The fences must be solid (unless a significant natural buffer exists between the uses) but cannot be wood.
  - Security cameras are required at key locations.
  - Lighting will be reviewed based on Crime Prevention Through Environmental Design (CPTED) principles.
  - The storage of indoor furniture and similar items outside is not allowed. Developers are encouraged to build in storage capacity for items traditionally kept outside (such as toys and bicycles) into each unit to ensure that this requirement is met.

#### ELECTRICAL PLAN

- Power riser diagram and panel schedules.
- Show location and size of electrical service, meter, disconnects, panels, transformer, etc.
- Fixture layout and schedule including manufacturer and load information.
- Show exit lights, emergency lights and smoke detectors, if required.
- COMCheck details must be provided. See [www.energycodes.gov](http://www.energycodes.gov) for more info.
- Complete and sign the [Electrical Load Data form](#) and return with plans. The City of Rock Hill is the electric service provider in most areas. Provide the owner's/tenant's name and mailing address so that we can contact them for any service agreements that may need to be signed.

#### PLUMBING PLAN

- Show all new plumbing with riser diagram. Restrooms, drinking fountains or other elements required to be accessible to handicapped should be detailed on plans. See [Building Construction Codes](#) we enforce for current code editions.
- Cross connection protection details (pits, valves, etc.).
- Grease trap details showing type, design and capacity meeting the City Fat, Oil and Grease (FOG) control ordinance (if applicable). Visit [www.cityofrockhill.com/FOG](http://www.cityofrockhill.com/FOG) for more information.
- [Wastewater Survey and Discharge Permit application](#), if applicable.
- Backflow prevention test reports for irrigation and fire sprinkler systems from third party inspector must be submitted before C.O. can be issued.

#### MECHANICAL PLAN

- Schedule of all equipment. Include cfm, unit sizing (BTU's), and compressor tonnage.
- Mechanical floor plan/ceiling plan - show equipment, ductwork and the location of thermostats and controls. Duct detectors shall be indicated and labeled.
- Provide gas piping sizes, type of pipe, gas pressure and lengths to the meter.
- Provide condensate disposal methods, equipment access size, all exhaust sizes, locations, etc.
- Provide drawings, specifications and suppression information for hood systems. If not provided with building plans, must be submitted as separate plan for review.
- Provide installation drawings and specifications for any built-in-place refrigeration units.
- Provide specifications of any refrigeration cases or units.
- COMCheck details must be provided. See [www.energycodes.gov](http://www.energycodes.gov) for more info.
- Energy calculations and lighting power budget. (OTTV, COP, EER, Power Factor) per Model Energy Code for buildings 5000 sq. ft. or greater.

#### FIRE PROTECTION PLAN

- Fire sprinkler plans must be submitted to the SC State Fire Marshal if adding 12 or more additional heads. A copy of their approval is required before rough-in inspections can be scheduled. If adding 11 heads or less, the sprinkler plan can be reviewed by City. See the [Fire Sprinkler System Plan Checklist](#) for more information.
- If an automatic fire extinguishing system is to be installed, a separate plan review and permit is required. See the [Fire Extinguishing System Plan Checklist](#) for more information.
- If a fire alarm system is to be installed, a separate plan review and permit is required. See the [Fire Alarm System Plan Checklist](#) for more information.
- Backflow prevention test reports for irrigation and fire sprinkler systems from third party inspector must be submitted before C.O. can be issued.

#### SIGN PERMITS

- Signs and sign details. If signs will be installed, a separate sign plan review and [Sign Permit Application](#) is required. The City's sign regulations can be found online in the [Rock Hill Zoning Ordinance](#). Visit our [website](#) for more information.

#### SPECIAL APPROVALS

- Prior to demolition or renovation, interior or exterior, you must notify SCDHEC and obtain their approval for asbestos removal. Contact SCDHEC for details at (803) 898-4123 or online at <http://www.scdhec.gov/environment/baq/Asbestos/index.asp>.
- Check SCDHEC requirements for food establishments and exhaust hoods at <http://www.scdhec.gov/FoodSafety/FoodServiceIndustry/>.
- Fire sprinkler plans should be submitted to the SC Fire Marshal for review when a new system is installed or any modifications are made to an existing system adding 12 or more sprinkler heads. A copy of the approval letter from the SC Fire Marshal is required to be submitted before your Certificate of Occupancy can be issued. Visit <http://scfiremarshal.llronline.com/> for more information.

#### Other Agencies Contact Information

SCDHEC - Midlands EQC Lancaster  
 2475 DHEC Road  
 Lancaster, SC 29720  
 Phone: (803) 285-7461  
 Fax: (803) 285-5594  
[www.scdhec.gov](http://www.scdhec.gov)

SC Fire Marshal – SCLLR  
 Mailing Address:  
 Office of State Fire Marshal  
 141 Monticello Trail  
 Columbia, S.C. 29203  
 Phone: (803) 896-9800  
 Fax: (803) 896-9806  
[scfiremarshal.llronline.com](http://scfiremarshal.llronline.com)

**Example of a Schedule of Special Inspections**

<b>SCHEDULE OF SPECIAL INSPECTIONS IBC 2006, CHAPTER 17</b>			
MATERIAL / ACTIVITY	SERVICE	APPLICATION	
		Y/N	EXTENT
<b>1704.2 Inspection of Fabricators</b>			
<b>1704.2.1 Non-Approved Fabricator Inspection</b>			
Verify fabrication/quality control procedures	Important review	N	
<b>1704.2.2 Approved Fabricator Compliance</b>			
Pre-engineered Metal Building Fabrication	Review Certificate of Compliance	N	
Precast Concrete Fabrication	Review Certificate of Compliance	Y	
Prefabbed Trusses or Wall Panels (Wood/CFS)	Review Certificate of Compliance	N	
Steel Bar Joist Fabrication	Review Certificate of Compliance	Y	
Structural Steel Fabrication	Review Certificate of Compliance	Y	
<b>1704.3 Steel Construction</b>			
1) Material verification of high-strength bolts, nuts and washers:			
a. Identification markings conform to ASTM	Review material markings	Y	Periodic
b. Manufacturer certificate of compliance	Review Certificate of Compliance	Y	Periodic
2) Inspection of high-strength bolting:			
a. Bearing-type connections	Field Inspection	Y	Periodic
b. Pre-tension or Slip-critical connections			
1) Turn-of-nut with match markings	Field Inspection	N	
2) Direct tension indicator	Field Inspection	N	
3) Twist-off bolt	Field Inspection	N	
4) Turn-of-nut without match markings	Field Inspection	N	
5) Calibrated wrench	Field Inspection	N	
Material verification of structural steel:			
a. Identification markings conform to ASTM	Review material markings	N	
b. Manufacturer certified mill test reports	Review mill test reports	N	
Material verification of Weld filler materials:			
a. Identification markings conform to AWS	Review material markings	N	
b. Manufacturer certificate of compliance	Review Certificate of Compliance	N	
Inspection of welding:			
a. Structural Steel Welding			
1) Complete and partial pan groove welds	Field Inspection	Y	Continuous
2) Multi-pass fillet welds	Field Inspection	Y	Continuous
3) Single-pass fillet welds > 5/16"	Field Inspection	Y	Continuous
4) Single-pass fillet welds ≤ 5/16"	Field Inspection	Y	Periodic
5) Floor and roof deck welds	Field Inspection	Y	Periodic
6) Welded studs for structural diaphragms	Field Inspection	N	
7) CFS framing members: studs or joists	Field Inspection	N	
8) Stairs and rolling systems	Field Inspection	N	
b. Reinforcing Steel Welding			
1) Verification of weldability if not ASTM A 706	Field Inspection	N	
2) Reinforcing steel resisting flexural and axial forces in intermediate and special moment frames, and boundary elements of special reinforced concrete shear walls and shear reinforcement	Field Inspection	N	
3) Shear reinforcement	Field Inspection	N	
4) Other reinforcing steel	Field Inspection	N	
Inspection of steel frame joint details			
a. Details such as bracing and stiffening	Field Inspection	N	
b. Member locations	Field Inspection	N	
c. Application of joint details at each connection	Field Inspection	N	
<b>1707.2 Structural Steel Inspections for Seismic Resistance</b>			
Continuous inspection for structural welding in accordance with AISC 341 Seismic Provisions	Field Inspection	N	
<b>1707.4 Cold-Formed Steel Framing Inspections for Seismic Resistance</b>			
Verify fabrication/quality control procedures	Important review	N	
Inspection during welding operations of elements of the seismic-force-resisting system	Shop or Field Inspection	N	
Inspection for screw attachment, bolting, anchoring and other fastening of components within the seismic-force-resisting system, including struts, braces, and hold-downs	Shop or Field Inspection	N	
<b>1708.4 Structural Steel Testing for Seismic Resistance</b>			
Test in accordance with the quality assurance requirements of AISC 341, Seismic Provisions	Shop and Field Testing	N	
Ultrasonically test for discontinuities behind and adjacent to welds with base metal thicker than 1.5 inches where subject to through-thickness weld shrinkage strains	Shop and Field Testing	N	

SCHEDULE CONTINUED



The following checklist will be used by the building plan reviewer to review your plans.

**ADMINISTRATION (Chapter 1)**

Complete construction documents  
(107.1, 107.2)

Signed/sealed construction documents  
(107.1, See SC Architectural Law:  
[http://www.llr.state.sc.us/POL/Architects/PDF%20files/Board%20of%20Architects%20Law Regulation%20booklet\\_03.pdf](http://www.llr.state.sc.us/POL/Architects/PDF%20files/Board%20of%20Architects%20Law%20Regulation%20booklet_03.pdf))

**BUILDING PLANNING (Chapters 3, 4, 5, 6)**

**OCCUPANCY CLASSIFICATION (302 - 312, 508, 509)**

Single Occupancy (302.1)

Incidental uses (509, Table 509)

Mixed Occupancy (508.1)

Accessory occupancies (508.2)

**GENERAL BUILDING LIMITATIONS (Chapters 5 & 6)**

Address identification (501.2)

Apply Case 1 to determine the allowable height and area and permitted types of construction for a building containing a single occupancy or non-separated mixed occupancies. Apply Case 2 to determine the allowable height and area and permitted types of construction for a building containing separated mixed occupancies.

**AREA MODIFICATIONS TO TABLE 503**

Allowable tabular area,  $A_t$  (Table 503)

$$\frac{1}{\phantom{0000}}$$

Area Increase Factor due to frontage,  $I_f$  (506.2)

+

Area Increase Factor due to automatic sprinklers,  $I_s$  (506.3)

+

Conversion factor

=

Frontage  
(506.2)

North

East

South

West

Total

Frontage (F)  ft. Perimeter (P)  ft.

Width of open space (W) =  Area Increase

Factor

due to frontage,  $I_f$  =   
(506.2)

$$I_f = \left[ \frac{F}{P} - 0.25 \right] \frac{W}{30}$$

**CASE 1 — SINGLE OCCUPANCY OR NONSEPARATED MIXED OCCUPANCIES (508.3)**

Using Table 503, identify the allowable height and area of the single occupancy or the most restrictive of the non-separated mixed occupancies. Construction types that provide an allowable tabular area equal to or greater than the adjusted building area and allowable heights (as modified by Section 504) equal to or greater than the actual building height are permitted.

**DETERMINE CONSTRUCTION TYPE**

Actual building area  ft<sup>2</sup>

Adjusted building area  ft<sup>2</sup>

actual building area ÷ conversion factor Actual building height  feet  stories Allowable building

height  feet  stories Permitted types of construction

Type of construction assumed for review (602.1)

**CHECK ALLOWABLE AREA (506.4) Allowable area per floor (A<sub>a</sub>)**

conversion factor ×  tabular area (Table 503) =  ft<sup>2</sup>

Total floor area (all stories)  ft<sup>2</sup>

Allowable floor area (all stories)

Allowable area per floor (A<sub>a</sub>) ×  number of stories (maximum 3) =  ft<sup>2</sup>

Compliance verified

**CASE 2—SEPARATED MIXED OCCUPANCIES (508.4)**

Using Table 503, identify the allowable height and area of each of the separated occupancies within the building. Construction types that provide, for each story of the building, tabular areas (as modified by Section 506) which result in a sum of the ratios of 1.00 or less and allowable heights (as modified by Section 504) equal to or greater than the actual height of the occupancy are permitted.

Story	Group	Actual floor area	Adjusted floor area*	Actual height	Allowable height
_____	_____	_____ ft <sup>2</sup>	_____ ft <sup>2</sup>	_____ ft _____ stories	_____ ft _____ stories
_____	_____	_____ ft <sup>2</sup>	_____ ft <sup>2</sup>	_____ ft _____ stories	_____ ft _____ stories
_____	_____	_____ ft <sup>2</sup>	_____ ft <sup>2</sup>	_____ ft _____ stories	_____ ft _____ stories
_____	_____	_____ ft <sup>2</sup>	_____ ft <sup>2</sup>	_____ ft _____ stories	_____ ft _____ stories
_____	_____	_____ ft <sup>2</sup>	_____ ft <sup>2</sup>	_____ ft _____ stories	_____ ft _____ stories
_____	_____	_____ ft <sup>2</sup>	_____ ft <sup>2</sup>	_____ ft _____ stories	_____ ft _____ stories
_____	_____	_____ ft <sup>2</sup>	_____ ft <sup>2</sup>	_____ ft _____ stories	_____ ft _____ stories

Area ratio (single floor) =  $\frac{\sum \text{Adjusted floor area}^* - \text{Allow. tab. area}}{A_t \text{ (Table 503)}}$  = \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_ ≤ 1.00

\*Adjusted floor area = actual floor area ÷ conversion factor

**CHECK ALLOWABLE AREA (506.5)**

Three stories or less buildings	<input type="text"/>	Permitted types of construction	<input type="text"/>
Four or more story buildings (Total area ratio ≤ 3)	<input type="text"/>	Type of construction assumed for review (602.1)	<input type="text"/>
		Compliance verified	<input type="text"/>

**MEZZANINES (505)**

<input type="text"/> Area limitation (505.2.1)	<input type="text"/> Openness (505.2.3)
<input type="text"/> Egress (505.2.2)	<input type="text"/> Equipment platforms (505.3)

**UNLIMITED AREA BUILDINGS (507)**

<input type="text"/> Non-sprinklered, one story (507.2)	<input type="text"/> Sprinklered, one story (507.3)
---	---

- Two story (507.4)
- Reduced open space (507.5)
- Group A-3 buildings (507.6, 507.7)
- Group H occupancies (507.8)
- Aircraft paint hangar (507.9)
- Group E buildings (507.10)
- Motion picture theaters (507.11)
- Covered and open mall buildings/anchor stores (507.12)

SPECIAL PROVISIONS (510)

- Special condition applicable (510.1)
- Compliance verified

**SPECIAL DETAILED REQUIREMENTS BASED ON USE AND OCCUPANCY (Chapter 4)**

COVERED MALL AND OPEN MALL BUILDINGS (402)

- Open space (402.1.1, 402.1.2)
- Lease plan (402.3)
- Area/type of construction (402.4.1)
- Fire separations (402.4.2 - 402.4.2.3)
- Open mall construction (402.4.3)
- Automatic sprinkler system (402.5)
- Interior finish (402.6.1)
- Kiosk requirements (402.6.2)
- Playground structures (402.6.3)
- Plastic signs (402.6.4)
- Standpipe system (402.7.1)
- Smoke control (402.7.2)
- Standby power and emergency voice/alarm (402.7.3, 402.7.4)
- Fire department access (402.7.5)
- Mall width (402.8.1)
- Occupant load (402.8.2 - 402.8.2.4)
- Egress (402.8.3 - 402.8.7)
- Security grilles and doors (402.8.8)

## HIGH-RISE BUILDINGS (403)

- Construction (403.2)
- Automatic sprinkler system (403.3)
- Smoke detection (403.4.1)
- Fire alarm system (403.4.2)
- Standpipes (403.4.3)
- Emergency voice/alarm systems (403.4.4)
- Emergency responder radio coverage (403.4.5)
- Fire command center (403.4.6)
- Smoke removal (403.4.7)
- Standby power (403.4.8)
- Emergency power (403.4.9)
- Stair remoteness (403.5.1)
- Additional stairway (403.5.2)
- Stairway doors (403.5.3)
- Smokeproof exit (403.5.4)
- Luminous egress path (403.5.5)
- Elevators (403.6)

## ATRIUMS (404)

- Use (404.2)
- Automatic sprinkler system (404.3)
- Fire alarm system (404.4)
- Smoke control (404.5)
- Enclosure (404.6)

Standby power (404.7)

Interior finish (404.8)

Travel distance (404.9)

## OTHER SPECIAL USE AND OCCUPANCY

- Underground structures (405)
- Motor-vehicle-related occupancies (406, 510)
- Group I-2 (407)
- Group I-3 (408)
- Motion picture projection rooms (409)
- Stages, platforms and technical production areas (410)
- Special amusement buildings (411)
- Aircraft-related occupancies (412)
- Combustible storage (413)
- Hazardous materials (307.1, 414)
- Groups H-1, H-2, H-3, H-4 and H-5 (415)
- Application of flammable finishes (416)
- Drying rooms (417)
- Organic coatings (418)
- Live/work units (419)
- Groups I-1, R-1, R-2, R-3 (420)
- Hydrogen cutoff rooms (421)
- Ambulatory health care facilities (422)
- Storm shelters (423)
- Children's play structures (424)

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## FIRE PROTECTION (Chapters 6, 7, 8, 9)

### FIRE-RESISTANCE-RATED CONSTRUCTION (Tables 601 & 602 and Chapter 7)

**Note:** Entry in  indicates required rating in hours. NC indicates noncombustible construction required.

Construction classification (602)

### COMBUSTIBILITY (602.2, 602.3, 602.4, 602.5, 603)

Exterior walls  
Interior elements  
Roof

### FIRE-RESISTANCE RATINGS AND FIRE TESTS (703)

Ratings / Combustibility  
(703.2, 703.4, 703.5)

Alternative methods  
(703.3, 719, 721, 722)

Rated glazing (703.6)

Marking and identification (703.7)

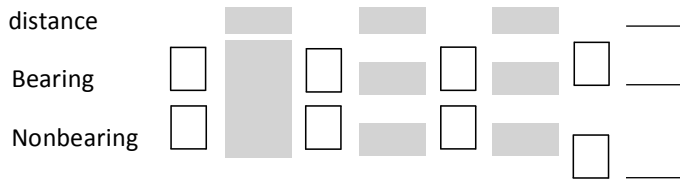
**BUILDING ELEMENTS (Table 601)**

- Structural frame (704)
- Interior bearing walls
- Interior nonbearing walls
- Floor construction (711)
- Roof construction (711)

**EXTERIOR WALLS (507, Table 602, 705)**

North East South West

**Fire separation**



- Projections (705.2)
- Materials/stability (705.4, 705.6)
- Opening protection (705.8.1 - 705.8.4)
- Vertical fire spread protection (705.8.5, 705.8.6)
- Parapets (705.11)

**FIRE BARRIERS (707)**

- Shaft enclosures (707.3.1)
- Interior exit stairway/ramp (707.3.2)
- Exit access stairway/ramp (707.3.5)
- Exit passageway (707.3.4)
- Horizontal exits (707.3.5)

- Atriums (707.3.6)
- Incidental uses (707.3.7)
- Control areas (707.3.8)
- Mixed occupancy and fire area separations (707.3.9, 707.3.10, 901.7)
- Construction (707.2, 707.5 - 707.10)

**VERTICAL OPENINGS (712)**

- Compliance (712.1.1 - 712.1.18)

**SHAFTS (713)**

- Construction (713.2 - 713.12, 713.14)
- Refuse and laundry chutes (713.13)
- Elevator lobby (713.14.1)

**OTHER FIRE-RESISTANT CONSTRUCTION**

- Fire walls (706)
- Fire partitions (708)
- Smoke barriers (709)
- Smoke partitions (710)
- Penetrations (714)
- Fire-resistant joint systems (715)
- Opening protectives (716)
- Dampers (717)
- Concealed spaces (718)
- Thermal- and sound-insulating materials (720, 807)

**INTERIOR FINISHES (Chapter 8)**

- Smoke development (803.1.1, 803.1.2, 803.9, Table 803.9)
- Flame spread (803.1.1, 803.1.2, 803.9, Table 803.9)
- Textile/expanded vinyl coverings (803.1.3, 803.1.4, 803.5 - 803.8)

- Floor finish (804)
- Combustible materials (805)
- Decorations and trim (806)
- Acoustical ceiling systems (808)

## FIRE PROTECTION (Chapter 9)

### AUTOMATIC SPRINKLER SYSTEMS (903) (Where required)

- Assembly (A-1, A-2, A-3, A-4, A-5) (903.2.1)
- Ambulatory health care facilities (B) (903.2.2)
- Educational (E) (903.2.3)
- Factory/Industrial (F-1) (903.2.4)
- High-hazard (H-1, H-2, H-3, H-4, H-5) (903.2.5)
- Institutional (I-1, I-2, I-3, I-4) (903.2.6)
- Mercantile (M) (903.2.7)
- Residential (R) (903.2.8)
- Storage/Repair garage (S-1) (903.2.9)
- Parking garages (903.2.10)
- Windowless story (903.2.11.1)
- Rubbish and linen chutes (903.2.11.2)
- Buildings over 55 ft. high (903.2.11.3)
- Incidental uses (Table 509)
- Additional required systems (Table 903.2.11.6)
- International Fire Code (IFC 903.2.11.6)

### AUTOMATIC SPRINKLER SYSTEMS\* (903) (Design)

- Shop drawings (107.2.2)
- NFPA 13 system (903.3.1.1)
- NFPA 13R system (903.3.1.2)
- NFPA 13D system (903.3.1.3)
- Quick-response and residential heads (903.3.2)
- Actuation (903.3.4)
- Water supplies (903.3.5)

- Hose threads (903.3.6)
- Sprinkler monitoring and alarms (903.4)

\* Also see Fire Code Sprinkler Plan Review Record

### ALTERNATIVE AUTOMATIC FIRE-EXTINGUISHING SYSTEMS (904)

- Installation (904.3)
- Wet-chemical systems (904.5)
- Dry-chemical systems (904.6)
- Foam systems (904.7)
- Carbon dioxide systems (904.8)
- Halon systems (904.9)
- Clean-agent systems (904.10)
- Commercial cooking systems (903.2.11.5, 904.2.1, 904.11)

### STANDPIPE SYSTEMS (905)

- Installation standard (905.2)
- Building height (905.3.1)
- Group A (905.3.2)
- Covered and open malls (905.3.3)
- Stages (905.3.4)
- Underground buildings (905.3.5)
- Helistops/heliports (905.3.6)
- Marinas/boatyards (905.3.7)
- Rooftop gardens/landscaped roofs (905.3.8)
- Hose connections and locations (905.1, 905.4, 905.5, 905.6)
- Cabinets (905.7)
- Dry standpipes (905.8)
- Valve supervision (905.9)

PORTABLE FIRE EXTINGUISHERS (906)

- Required locations (906.1, 906.5, 906.6)
- Installation standard (906.2)
- Size and distribution (906.3)
- Cabinets (906.8)
- Installation (906.9)

FIRE ALARM AND DETECTION SYSTEMS (907) (Where required)

- Construction documents/shop drawings (907.1.1, 907.1.2)
- Assembly (A-1, A-2, A-3, A-4, A-5) (907.2.1)
- Business (B) (907.2.2)
- Educational (E) (907.2.3)
- Factory (F-1, F-2) (907.2.4)
- High-hazard (H-5/organic coatings/highly toxic gases/organic peroxides/ oxidizers) (907.2.5)
- Institutional (I-1, I-2, I-3, I-4) (907.2.6)
- Mercantile (M) (907.2.7)
- Residential (R-1, R-2, R-4) (907.2.8, 907.2.9, 907.2.10)
- Single/multiple station smoke alarms (907.2.11)
- High-rise buildings (907.2.13)
- Atriums (907.2.14)
- Other buildings/areas (907.2.12, 907.2.15 - 907.2.23)

FIRE ALARM AND DETECTION SYSTEMS (907) (Design)

- Residential smoke alarm interconnection (907.2.11.3)
- Residential smoke alarm power source (907.2.11.4)
- Fire safety functions (907.3)

- Initiating devices (907.4)
- Occupant notification (907.5)
- Installation (907.6, 907.7)

EMERGENCY ALARM SYSTEMS (908)

- Detection system applicable (908.1 - 908.6)
- Carbon monoxide alarms (908.7)

SMOKE CONTROL SYSTEMS (909)

- Where required (402.7.2, 404.5, 405.5, 408.9, 410.3.7.2, 1022.10, 1028.6.2.1)
- Design requirements (909.1 - 909.4)
- Smoke barriers (909.5)
- Pressurization method (909.6)
- Airflow design method (909.7)
- Exhaust method (909.8)
- Design fire (909.9)
- Equipment/Power (909.10, 909.11)
- Detection and control (909.12 - 909.18)
- Smokeproof enclosures (909.20)
- Elevator hoistway pressurization (909.21)

SMOKE AND HEAT VENTS (910)

- Requirements (910.1 - 910.3)
- Mechanical alternative (910.4)

FIRE COMMAND CENTER (911)

- Requirements (911.1.1 - 911.1.5)

FIRE DEPARTMENT CONNECTIONS (912)

- Installation (912.1 - 912.5)

FIRE PUMPS (913)

- Requirements (913.1 - 913.5)

EMERGENCY RESPONDER SAFETY FEATURES/ RADIO COVERAGE (914, 915)

- Requirements (914.1, 914.2, 915.1)

**OCCUPANT NEEDS (Chapters 10, 11, 12)**

**MEANS OF EGRESS (Chapter 10)**

OCCUPANT LOAD (1004.1.2 and Table 1004.1.2, 1004.4)

CAPACITY OF EGRESS COMPONENTS  
(1005.3.1, 1005.3.2)

Location	Floor + Area	Sq. ft./ person	=	Occ. load	Other occ. loads	Total
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Egress width (inch/occupant)

Stairways \_\_\_\_\_

Other egress component \_\_\_\_\_

Location	Stairways	Other egress components
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NUMBER OF EXITS (1021.1, 1021.2)

Location	Required	Shown
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



## MEANS OF EGRESS (continued)

### GENERAL MEANS OF EGRESS

Design requirements (1003.2 - 1003.7)	Door landings/Thresholds/Arrangement (1008.1.5 - 1008.1.8)
Encroachment (1005.7)	Door hardware (1008.1.9, 1008.1.10)
Means of egress illumination (1006)	Stairways (1009)
Exit signs (1011)	Roof access (1009.16)
Accessible means of egress (1007)	Ramps (1010)
Door size/swing/opening force (1008.1 - 1008.1.3)	Handrails (1012)
Special doors/Gates/Turnstiles (1008.1.4, 1008.2, 1008.3)	Guards (1013)
	Luminous egress path markings (1024)

### EXIT ACCESS

Door number and arrangement (1014.2, 1015.1, 1015.2)	Aisles (1017)
Common path of egress travel (1014.3)	Corridors (1018)
Exit access travel distance (1016)	Air movement in corridors (1018.5)
	Egress balconies (1019)

### EXITS / EXIT DISCHARGE

Exits/Exit doors (1020, 1021)	Horizontal exits (1025)
Interior exit stairways/ramps (1022)	Exterior exit ramps/stairways (1026)
Exit passageways (1023)	Exit discharge (1027)

### OTHER MEANS OF EGRESS

Miscellaneous egress requirements (1015.3 - 1015.6)	Assembly aisles & features (1028.6 - 1028.14)
Bleachers (1028.1.1)	Emergency escape and rescue (1029)
Assembly exits & egress (1028.2 - 1028.5)	

### ACCESSIBILITY\* (Chapter 11)

Scoping requirements (1103)	Dwelling units and sleeping units (1107)
Accessible route (1104)	Special occupancies (1108)
Accessible entrances (1105)	Features and facilities (1109)
Parking and passenger loading (1106)	Signage (1110)

\*Also see Accessibility Plan Review Record

## INTERIOR ENVIRONMENT (Chapter 12)

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Ventilation (1203)*</li> <li><input type="checkbox"/> Temperature control (1204)</li> <li><input type="checkbox"/> Lighting (1205)</li> <li><input type="checkbox"/> Yards or courts (1206)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Sound transmission (1207)</li> <li><input type="checkbox"/> Interior space dimensions (1208)</li> <li><input type="checkbox"/> Access to unoccupied spaces (1209)</li> <li><input type="checkbox"/> Toilet and bathroom requirements (1210, 2509)</li> </ul> |
|--|--|

\*Also see Mechanical Code Plan Review Record

## BUILDING ENVELOPE (Chapters 13\*, 14, 15) (See Chapter 5 of the 2009 IECC for All Energy Code Requirements)

### EXTERIOR WALLS (Chapter 14)

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Performance requirements (1403)</li> <li><input type="checkbox"/> Materials (1404)</li> <li><input type="checkbox"/> Exterior wall coverings/MCM's (1405, 1407)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Combustible material restrictions (1406)</li> <li><input type="checkbox"/> EIFS (1408)</li> <li><input type="checkbox"/> HPL (1409)</li> </ul> |
|--|--|

### ROOF ASSEMBLIES AND ROOFTOP STRUCTURES (Chapter 15)

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Weather protection (1503)</li> <li><input type="checkbox"/> Flashing (1503.2, 1507.2.9, 1507.3.9, 1507.5.7, 1507.7.7, 1507.8.8, 1507.9.9)</li> <li><input type="checkbox"/> Performance requirements (1504)</li> <li><input type="checkbox"/> Fire classification (1505)</li> <li><input type="checkbox"/> Materials (1506)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Roof coverings (1507)</li> <li><input type="checkbox"/> Roof insulation (1508)</li> <li><input type="checkbox"/> Rooftop structures (1509)</li> <li><input type="checkbox"/> Reroofing (1510)</li> <li><input type="checkbox"/> Solar photovoltaic panels/modules (1511)</li> </ul> |
|--|---|

## STRUCTURAL SYSTEMS (Chapters 16, 17, 18)

### STRUCTURAL DESIGN (Chapter 16)

#### STRUCTURAL DESIGN CALCULATIONS

- Submitted for all structural members (106, 107.1, 107.2.1, 1604, 1605)

#### DESIGN LOADS ON CONSTRUCTION DOCUMENTS (1603)

Uniformly distributed floor live loads (1603.1.1, Table 1607.1)

Floor Area Use	Loads Shown

- Live load reduction (1603.1.1, 1607.10, 1607.11)

- Roof live loads (1603.1.2, 1607.12)
- Roof snow loads (1603.1.3, 1608; Chapter 7 of ASCE 7)
  - Ground snow load,  $p_g$  (1608.2; 7.2 of ASCE 7)
  - If  $p_g > 10$  psf, flat-roof snow load,  $p_f$  (7.3 of ASCE 7)
  - If  $p_g > 10$  psf, snow exposure factor,  $C_e$  (Table 7-2, 7.3.1 of ASCE 7)
  - If  $p_g > 10$  psf, snow load importance factor,  $I_s$  (7.3.3, Table 1.5-2 of ASCE 7)
  - If  $p_g > 10$  psf, roof thermal factor,  $C_t$  (Table 7-3, 7.3.2 of ASCE 7)
  - Sloped roof snow load,  $p_s$  (7.4 of ASCE 7)
  - Ponding instability (1608.3; 7.11 of ASCE 7)

## DESIGN LOADS (continued)

### Wind loads (1603.1.4, 1609; Chapters 26 - 31 of ASCE 7)

- Design procedure (1609.1.1, 1609.6, Chapters 26 - 31 of ASCE 7)
- Alternate all-heights method (1609.6)
- Wind speed (1609.3; Fig. 26.5.1 of ASCE 7)
- Risk category (Table 1604.5; Table 1.5-1 of ASCE 7)
- Surface roughness/Exposure categories (1609.4; 26.7 of ASCE 7)
- Internal pressure coefficient (26.11, Table 26.11-1 of ASCE 7)
- Component and cladding pressures (Chapter 30 of ASCE 7)
- Main wind-force resisting system (27.4, 27.6, 28.4, 28.6 of ASCE 7)

### Earthquake design data

(1603.1.5, 1613; Chapters 11 - 13 and 15 - 23 of ASCE 7)

- Risk category (Table 1604.5; Table 1.5-1 of ASCE 7)
- Seismic importance factor,  $I_e$  (11.5.1, Table 1.5-2 of ASCE 7)
- Mapped spectral response acceleration,  $S_s$  and  $S_1$  (1613.3.1; 11.4.1 of ASCE 7)
- Design spectral response parameters,  $S_{DS}$  and  $S_{D1}$  (1613.3.4; 11.4.4 of ASCE 7)

Site class (1613.3.2; 11.4.2, Chapter 20 of ASCE 7)

Seismic design category (1613.3.5; 11.6 of ASCE 7)

Basic seismic-force-resisting system (Table 12.2-1 of ASCE 7)

Response modification coefficient, R (Table 12.2-1 of ASCE 7)

Seismic response coefficient,  $C_s$  (12.8.1.1 of ASCE 7)

Analysis procedure (12.6 of ASCE 7)

Design base shear (12.8 of ASCE 7)

### Flood loads (1603.1.7, 1612)

Flood hazard area (1612.3)

Documentation (1612.5)

### Ice loads (1614; Chapter 10 of ASCE 7)

Compliance

### Other loads

Concentrated live loads (1607.4)

Partition loads (1607.5)

Impact loads (1607.9)

Misc. loads (1607.6, 1607.7, 1607.8, 1607.13, 1607.14, 1610, 1611, 2404)

### Structural integrity (1615)

Design requirements (1615.1 - 1615.4)

## SPECIAL INSPECTIONS AND TESTS (Chapter 17)

- Approvals/Research report(s) (1703, 1703.4.2) Report No
- Statement of special inspections (1704.3)
- Prefabricated items (1704.2.5)
- Steel construction (1705.2)
- Concrete construction (1705.3)
- Masonry construction (1705.4)
- Wood construction (1705.5)
- Prepared fill and foundations (1705.6 - 1705.9)
- Sprayed fire-resistant materials and coatings (1705.13, 1705.14)

EIFS (1705.15)

Fire-resistant penetrations and joints (1705.16)

Smoke control (1705.17)

Wind requirements (1704.3.3, 1705.10)

Seismic resistance (1704.3.2, 1705.11, 1705.12)

Contractor responsibility (1704.4)

Structural observations (1704.5)

Testing (other) (1706 - 1711)

## SOILS AND FOUNDATIONS (Chapter 18)

- Soils investigations/Reports (1803.1, 1803.2, 1803.3, 1803.6)
- Soil classification (1803.5)
- Excavation, grading and fill (1804)
- Dampproofing and waterproofing (1805)

Load-bearing values (1603.1.6, 1806)

Foundation walls, retaining walls and embedded posts and poles (1807)

Foundations (1808)

Shallow foundations (1809)

Deep foundations (1810)

## STRUCTURAL MATERIALS (Chapters 19, 21, 22, 23)

### CONCRETE (Chapter 19)

- Plain and reinforced concrete design/  
construction standard specified  
(1901.2, 1905)
- Minimum concrete strength (Table 1904.2)
- Slab provisions (1907)
- Construction documents (1901.3)

### MASONRY (Chapter 21)

- Design method, construction standard specified  
(2101.2)
- Cold weather and hot weather construction specified  
(2104.3, 2104.4)
- Construction documents (2101.3)
- Seismic design (2106)
- Construction materials (2103)
- Glass unit masonry (2110)
- Mortar type (2103.9)
- Fireplaces/Heaters/Chimneys  
(2101.3.1, 2111, 2112, 2113)

### STEEL (Chapter 22)

- Structural steel design/construction standard  
specified (2205)
- Steel cable structures (2208)
- Composite structural steel and concrete  
(2206)
- Steel storage racks (2209)
- Open-web steel joist design/construction standard  
specified (2207)
- Cold-formed steel design/construction standard  
specified (2210)
- Cold-formed steel light-framed design/  
construction standard specified (2211)

### WOOD (Chapter 23)

- Design method option used (2301.2)
- Fasteners and fastening  
(2303.6, 2304.9, Table 2304.9.1)
- MATERIAL STANDARDS / CONSTRUCTION REQUIREMENTS  
(2303 - 2306)
- Heavy timber construction (2304.10)

- Lumber (2303.1.1)
- Wood I-joists (2303.1.2)
- Glue-laminated timbers (2303.1.3)
- Wood structural panels  
(2303.1.4, 2304.6, 2304.7)
- Fiber-, hard-, & particle-, boards  
(2303.1.5 - 2303.1.7)
- Decay and termite protection  
(2303.1.8, 2304.11)
- Structural composite lumber (2303.1.9)
- Structural log members (2303.1.10)
- Round timber poles and piles (2303.1.11)
- Fire-retardant-treated wood (2303.2)
- Hardwood and plywood (2303.3)
- Trusses (2303.4)
- Joist hangers (2303.5)

- Shear walls and diaphragms (2305, 2306)

#### CONVENTIONAL LIGHT-FRAME CONSTRUCTION (2308)

- Limitations satisfied (2308.2)
- Wind/Seismic requirements (2308.2.1,  
2308.2.2, 2308.11, 2308.12)
- Braced walls (2308.3, 2308.9.3)
- Foundation anchorage (2308.3.3, 2308.6)
- Floor joists (Tables 2308.8[1], 2308.8[2])
- Wall studs (Table 2308.9.1)
- Girders  
(2308.7, Tables 2308.9.5 and 2308.9.6)
- Ceiling joists  
(Tables 2308.10.2[1], 2308.10.2[2])
- Roof rafters  
(Tables 2308.10.3.[1] - 2308.10.3[6])
- Roof uplift (2308.10.1)

## NONSTRUCTURAL MATERIALS (Chapters 24, 25, 26)

### GLASS AND GLAZING (Chapter 24)

Sloped glazing and skylights (2405)

Safety glazing (2406, 2407, 2408, 2409)

### GYPHUM BOARD AND PLASTER (Chapter 25)

Gypsum board materials  
(2506, Table 2506.2, Table 2508.1)

Plaster (2507, 2508, 2510 - 2513)

### PLASTIC (Chapter 26)

#### FOAM PLASTIC INSULATION (2603)

Labeling (2603.2, 2603.5.6)

Surface-burning characteristics  
(2603.3, 2603.5.4)

Thermal barrier (2603.4)

Exterior walls/Roofs (2603.5, 2603.6)

Interior finish/trim in plenums  
(2603.7, 2603.8)

Protection against termites (2603.9)

Special approval (2603.10)

#### MISCELLANEOUS PLASTICS

Interior finish and trim (2604)

Plastic veneer (2605)

Light-transmitting plastics (2606 - 2611)

Fiber reinforced polymer (2612)

Reflective plastic core insulation (2613)

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## BUILDING SERVICES\* (Chapters 27, 28, 29, 30)

### ELEVATORS AND CONVEYING SYSTEMS (Chapter 30)

Construction standard specified (3001.2)

Hoistway enclosures (3002)

Opening protectives (3002.1.1)

Emergency operations (3003)

Hoistway venting (3004)

Conveying systems (3005)

Machine rooms (3006)

Fire service access elevator (3007)

Occupant evacuation elevator (3008)

\* Also see Electrical (Ch.27), Mechanical (Ch.28) and Plumbing (Ch.29) Plan Review Records

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## SPECIAL DEVICES AND CONDITIONS (Chapters 31, 32, 34)

### SPECIAL CONSTRUCTION (Chapter 31)

Membrane structures (3102)

Temporary structures (3103)

Awnings and canopies/Marquees  
(3105, 3106)

Signs (3107)

Telecommunication and broadcast towers  
(3108)

Swimming pool enclosures (3109)

Automatic vehicular gates (3110)

Solar photovoltaic panels/modules (3111)

### PEDESTRIAN WALKWAYS AND TUNNELS (3104)

Construction and use (3104.3, 3104.4)

Separation (3104.5, 3104.10)

Public way (3104.6)

Egress (3104.7 - 3104.9)

### ENCROACHMENTS INTO THE PUBLIC RIGHT-OF-WAY (Chapter 32)

Below grade (3202.1)

Above grade (3202.2, 3202.3)

Temporary (3202.4)

### EXISTING STRUCTURES (Chapter 34)

Building materials (3401.4)

Additions, alterations, repairs (3403 - 3405)

Fire escapes (3406)

Glass replacement (3407)

Change of occupancy (3408)

Historic/moved buildings (3409, 3410)

Accessibility (3411)

Compliance alternatives (3412)

BUILDING EVALUATION SUMMARY (Table 3412.7)

Existing occupancy:  Proposed occupancy:

Year building was constructed:  Number of stories:  Height in feet:

Type of construction:  Area per floor:

Percentage of open perimeter increase:  % Corridor wall rating:

Completely suppressed: Yes  No  Required door closers: Yes  No

Compartmentation: Yes  No

Fire-resistance rating of vertical opening enclosures:

Type of HVAC system:  serving number of floors:

Automatic fire detection: Yes  No  Type  and location:

Fire alarm system: Yes  No  Type:

Smoke control: Yes  No  Type:

Adequate exit routes: Yes  No

Dead ends: Yes  No

Maximum exit access travel distance:

Elevator controls: Yes  No

Means of egress emergency lighting: Yes  No

Mixed occupancies: Yes  No

Safety parameters	Fire safety (FS)	Means of egress (ME)	General safety (GS)
3412.6.1 Building height			
3412.6.2 Building area			
3412.6.3 Compartmentation			
3412.6.4 Tenant and dwelling unit separations			
3412.6.5 Corridor walls			
3412.6.6 Vertical openings			
3412.6.7 HVAC systems			
3412.6.8 Automatic fire detection			
3412.6.9 Fire alarm system			
3412.6.10 Smoke control	****		
3412.6.11 Means of egress capacity	****		
3412.6.12 Dead ends	****		
3412.6.13 Max. exit access travel distance	****		
3412.6.14 Elevator control			
3412.6.15 Means of egress emergency lighting	****		
3412.6.16 Mixed occupancies		****	
3412.6.17 Automatic sprinklers		÷ 2 =	
3412.6.18 Standpipes			
3412.6.19 Incidental use			
Building score — total value			

\*\*\*\* No applicable value to be inserted.

BUILDING SAFETY EVALUATION SCORE (Table 3412.9)

Formula	Table 3412.7	Table 3412.8	Score	Pass	Fail
FS-MFS ≥ 0	<input type="text"/> (FS)	— <input type="text"/> (MFS)	= _____	_____	_____
ME-MME ≥ 0	<input type="text"/> (ME)	— <input type="text"/> (MME)	= _____	_____	_____

GS-MGS ≥ 0      [ ] (GS)      -      [ ] (MGS)      =      \_\_\_\_\_

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FS = Fire Safety

MFS = Mandatory Fire Safety

ME = Means of Egress

MME = Mandatory Means of Egress

GS = General Safety

MGS = Mandatory General Safety

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### APPENDICES A - M

[ ] Appendices adopted (101.2.1)

[ ] Compliance verified