



We Are Columbia

City of Columbia Development Center  
1136 Washington Street, 1st Floor, Columbia, SC 29201  
(803) 545-3483 • Email: [developmentcenter@columbiasc.net](mailto:developmentcenter@columbiasc.net)

## COMMERCIAL • NEW or ADDITION\*

\* Projects on a single lot containing one or more buildings used for commercial or industrial purposes which contain a gross floor area of 100,000 square feet or more or an addition of 25,000 square feet or more to an existing group commercial or industrial development requires approval by Planning Commission. \*

- If project is in a **DESIGN OR HISTORIC DISTRICT (DD or DP)** – refer to information sheet for additional review requirements.
- If project is in **FLOODPLAIN OR FLOODWAY** – refer to information sheet concerning additional requirements.
- If project requires connection to or extension of City **WATER AND SEWER** lines, refer to information sheet concerning additional requirements.

For applications and further information please visit our website at: [www.columbiasc.net](http://www.columbiasc.net)

### SUBMITTAL REQUIREMENTS

Submit plans to: **CITY OF COLUMBIA DEVELOPMENT CENTER**

Below are the plans necessary for review of Commercial Construction – New or Addition. Please note that incomplete plans will not be accepted for review. **ALL PLANS MUST BE TO SCALE.**

**COMMERCIAL PERMIT APPLICATION: 1 copy**

**DIGITAL PDF COPY OF PLANS : Refer to Digital Plan Requirements Checklist**

**CONTRACT (VERIFICATION OF JOB COST): 1 copy**

- Contracts are not required to accept building plans for review; however, a contract is required prior to the issuance of a building permit.

**SITE PLAN: 3 copies at 18" x 24" Minimum**

- Name, phone and fax number of contact person;
- Name of development;
- Total acreage;
- Location of lots and outlots (numbered and area in square feet);
- Location of buildings (including setbacks from property lines, distances between other proximate buildings, and height of buildings);
- Location and dimensions of parking and access/driveways;
- List total number of parking spaces, number of HC accessible spaces, show details and accessible routes;
- Calculation of impervious surface on lot;
- Location of lakes, rivers, streams, swamps/wetlands, other bodies of water, and 100-year Floodplain and Floodway;
- Statement/Chart of the intensity of development (Number and size of dwelling units by unit type for residential and/or gross floor area by building and use for nonresidential);
- Stamp of Registered Surveyor, Engineer, and/or Architect with original signature and date;
- North Arrow, Scale (not less than 1 inch equals 20 feet), and Vicinity Map (at 1 inch equals 1,000 feet);
- Driveways adjacent to and across from development;
- Location of curb cuts (**if new curb cut required, refer to Curb Cut checklist**);
- Location and square footage of proposed signage;
- Address (if not yet assigned – contact Engineering at 803-545-3400);
- Tax Map Number(s) of property;
- Location of fire hydrants, fire department access;

**BUILDING PLANS: 2 copies at 18" x 24" minimum**

- Dimensioned floor plans for all floors. Indicate room use;
- Life safety floor plans indicating location of fire resistance rated construction;
- Fire resistance design assembly information (i.e. UL or other number) details of fire stopping and draft stopping;
- Electrical, mechanical, and plumbing layout, specifications and details. Include summary sheet or details for providing fresh air into buildings;
- Building, electrical, mechanical, and water heater summary sheet(s) showing compliance with the state energy code or International Energy Conservation Code.  
Code Design Data
  - Occupancy groups
  - Height & area
  - Plumbing fixture count
  - HC Parking space requirements
  - Ground snow load
  - Seismic design values
  - Construction type(s)
  - Occupancy loads
  - Code and edition
  - Design wind speeds
  - Live loads
- Stairway details including tread and riser dimensions, landing dimensions, handrail details;
- Room finish schedule indicating wall and ceiling finish for all rooms, stairways, and corridors. Include flame spread ratings;
- Designated HC accessible entrances to the building;
- If dwelling or sleeping units are provided, show the required HC accessible clear floor spaces on the floor plans;
- Location, size and room dimensions, working space [including water/drainage piping overhead] door swing, door hardware and egress at electrical services/panel rooms;
- Door and window schedules indicating size, material, fire rating and hardware;
- Grounding as required in outpatient clinics, dentist and doctor's exam and procedure rooms per NFPA 70, 517;
- Wiring methods in assembly areas per NEC 518;
- The location of all required or installed fire alarm pull stations, smoke detectors, sprinkler heads, standpipes, exit signs, and fire extinguishers;
- In structures with fire sprinklers, a Fire Sprinkler System Specification Sheet;
- Emergency lighting per Ch. 10 of IBC;
- Resubmitted plans must have changes denoted by "clouds" or "bubbles" drawn around the area of change and changes numbered and dated under the revisions area of the sheet;
- Provide a statement addressing the site relationship to any 100-year flood hazard area;
- Required architect/engineer's seals, signature and date on plans. Required where plans indicate an architect or engineer designed the plans, which is required for any building over 5,000 sq. ft. (total of all floors), any building over two (2) stories or any Group A, E, I, or H occupancy. Remember to seal and sign revised sheets;
- Flood Plain- sign statement on application form, and if applicable, include statement indicating relationship of proposed construction to the 100-year floodplain.

**Note: The City of Columbia is no longer accepting project manuals and/or project specifications in paper form. Please submit the project manuals/specifications in a digital PDF format. These can be submitted either on a CD or emailed directly to the Development Center. Please contact one of the Development Center Coordinators at (803) 545-3483 if you would like to email the project manual/specifications.**

**LAND DISTURBANCE: 2 Copies at 24" x 36"**

- **SEE LAND DISTURBANCE HANDOUT FOR PLAN REQUIREMENTS**

**FIRE SUPPRESSION: 2 copies at 18" x 24"**

**Sprinkler System (if utilized)**

- Shop drawings of system including all calculations etc.;
- Provide duplicate information supplied to State Fire Marshal;
- Approval letter from State Fire Marshal (NOTE: The City will not issue an installation permit for the system until the letter is received).

**Fire Alarm Systems**

- Shop drawings and voltage calculations.

**Fire Pumps/Standpipes/Smoke Control Systems/FM200 Systems**

- Specification sheet(s) on any and all of these systems and their appurtenances.

**☐ LANDSCAPE PACKAGE: 18" x 24" minimum plan size**

- Location of all proposed improvements;
- Location of protected trees;
- Location of all preserved trees (labeled as such);
- Utility location;
- Location of any street trees;
- All new trees and shrubs;
- Plant list of all plantings indicating common & botanical names, quantity, caliper/height of trees & container size of shrubs,
- Tree Inventory or Survey identifying all trees 8" DBH or greater in protected zones & 12" DBH on entire site.
- All trees identified to be preserved with tree protection detail and notes.
- Density Factor Chart may be required – contact Land Development Planner (803) 545-3218

**☐ WATER/SEWER CONNECTION PLAN: – if required – See applicable handout**