



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

## COMMERCIAL UPFIT

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

For applications and more information please visit our website: [www.columbiasc.gov](http://www.columbiasc.gov)

### SUBMITTAL REQUIREMENTS

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

Below are the plans necessary for review of a Commercial Upfit. Please note that incomplete plans will not be accepted for review. **ALL PLANS MUST BE TO SCALE.**

**COMMERCIAL PERMIT APPLICATION: 1 copy**

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

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

**CHANGE IN USE**

- **PLEASE NOTE – A change of use may require the payment of additional water/sewer tap fees. If the new use is a bar and/or restaurant plans for a grease trap may be required. Please contact the Engineering Department for more information - 803.545.3400. For more information regarding Grease Trap requirements please refer to the Grease Trap Sizing Guide located on our website, or by contacting the Development Center at (803) 545-3483.**

**RESTAURANT'S ONLY**

- Submit 1 copy of a seating plan (minimum 18" x 24")
- Submit 1 copy of proposed menu
- Indicate the type of service proposed. Will you be using paper/plastic products or washable dishes i.e. porcelain, glassware, etc...?
- Indicate the proposed hours of operation

**SITE PLAN: 3 copies at 18" x 24" minimum • Required with change of use or occupancy**

- Address;
- Tax Map Sheet #;
- Property lines;
- Location of buildings listing gross sq. ft. and use;
- Location of dumpsters – if utilized;
- Location of curb cuts (**if new curb cut required, refer to Curb Cut checklist**);
- Location and dimensions of parking and access/driveways;
- List total number of parking spaces, number of HC accessible spaces: show details and accessible routes.

**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;
- 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;
- 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;
- Emergency lighting per Ch. 10 of IBC;
- In structures with fire sprinklers, a Fire Sprinkler System Specification Sheet;
- Door and window schedules indicating size, material, fire rating and hardware;
- 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;
- Flood Plain- sign statement on application form, and if applicable, include statement indicating relationship of proposed construction to the 100-year floodplain;
- Required architect/engineer's seals, signature, and date on plans. Required where plans indicate an architect or engineer designed the plans which are required for any building over 5,000 sq. ft. (total of all floors), any building over 2 stories or any Group A, E, I, or H occupancy. Remember to seal and sign revised sheets.

**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 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.**

**☐ FIRE SUPPRESSION (If utilized): 2 Copies**

▪ **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 PLAN: 2 Copies at 18" x 24" • Required if renovations exceed 50 % recorded tax value**

- Location of all proposed improvements;
- Location of protected trees;
- Location of all preserved trees (labeled as such);
- Utility location;
- All new trees and shrubs;
- Plant list of all plantings indicating common & botanical names, quantity, caliper/height of trees & container size of shrubs.

## INTERIOR UP-FIT / CHANGE-IN-USE OF STRUCTURE

### CHECK LIST

The Engineering Department will need the following items to perform a review of a change-in-use / interior up-fit of an existing structure:

Site plan: showing use of existing water and/or sewer tap also stating the breakdown of hydraulic loading (gpd) (e.g., number of seats or number of bedrooms per unit (apartments), etc. – see Unit Contributory Loading Appendix A) or a floor plan.

Sewer calculations: showing the expected effluent from the change-in-use of the structure (e.g., changing from an office space to a restaurant (need number of seats)) How many gallons of effluent per day should the City expect to treat as a result of the proposed change-in-use?

Copy of permit application: this will be forwarded from our Development Center

*\*if you have questions regarding the change-in-use review process, please call the Engineering Department at (803) 545-3400*

## 61-67, Appendix A

Unit Contributory Loadings to All Domestic Wastewater Treatment Facilities		
Type of Establishment	Hydraulic Loading (GPD)	
		75% REDUCTION
<b>A. Airport:</b>		
1. Per Employee	<del>10</del>	8
2. Per Passenger	<del>5</del>	4
<b>B. Apartments, Condominiums, Patio Homes:</b>		
1. Three (3) Bedrooms (Per Unit)	<del>400</del>	300
2. Two (2) Bedrooms (Per Unit)	<del>300</del>	225
3. One (1) Bedroom (Per Unit)	<del>200</del>	150
<b>C. Assembly Halls: (Per Seat)</b>	<del>5</del>	4
<b>D. Barber Shop:</b>		
1. Per Employee	<del>10</del>	8
2. Per Chair	<del>100</del>	75
<b>E. Bars, Taverns:</b>		
1. Per Employee	<del>10</del>	8
2. Per Seat, Excluding Restaurant	<del>40</del>	30
<b>F. Beauty Shop:</b>		
1. Per Employee	<del>10</del>	8
2. Per Chair ' '	<del>125</del>	94
<b>G. Boarding House, Dormitory: (Per Resident)</b>	<del>50</del>	38
<b>R Bowling Alley:</b>		
1. Per Employee	<del>10</del>	8
2. Per Lane, No Restaurant, Bar or Lounge	<del>125</del>	94
<b>I. Camps:</b>		
1. Resort, Luxury (Per Person)	<del>100</del>	75
2. Summer (Per Person)	<del>50</del>	38
3. Day, with Central Bathhouse (Per Person)	<del>35</del>	26
4. Travel Trailer (Per Site)	<del>175</del>	131
<b>J. Car Wash: (Per Car Washed)</b>	<del>75</del>	56
<b>K. Churches: (Per Seat)</b>	<del>3</del>	2
<b>L. Clinics, Doctor's Office:</b>		
1. Per Employee	<del>15</del>	11
2. Per Patient	<del>5</del>	4
<b>M. Country Club, Fitness Center, Spa: (Per Member)</b>	<del>50</del>	38

## Appendix A

<b>N. Dentist Office:</b>		
1. Per Employee	<del>15</del>	11
2. Per Chair	<del>8</del>	6
3. Per Suction Unit; Standard Unit	<del>370</del>	278
4. Per Suction Unit; Recycling Unit	<del>95</del>	71
5. Per Suction Unit; Air Generated Unit	<del>0</del>	0
<b>O. Factories, Industries:</b>		
1. Per Employee	<del>25</del>	19
2. Per Employee, with Showers	<del>35</del>	26
3. Per Employee, with Kitchen	<del>40</del>	30
4. Per Employee, with Showers and Kitchen	<del>45</del>	34
<b>P. Fairgrounds: (Average Attendance, Per Person)</b>	<del>5</del>	4
<b>Q. Grocery Stores: (Per one thousand (1,000) Square Feet, No Restaurant)/(Per Person, No Restaurant or Food Preparation)</b>	<del>200</del>	19
<b>R. Hospitals:</b>		
1. Per Resident Staff	<del>100</del>	75
2. Per Bed	<del>200</del>	150
<b>S. Hotels: (Per Bedroom, No Restaurant)</b>	<del>100</del>	75
<b>T. Institutions: (Per Resident)</b>	<del>100</del>	75
<b>U. Laundries: (Self Service, Per Machine)</b>	<del>400</del>	300
<b>V. Marinas: (Per Slip)</b>	<del>30</del>	23
<b>W. Mobile Homes: (Per Unit)</b>	<del>300</del>	225
<b>X. Motels: (Per Unit, No Restaurant)</b>	<del>100</del>	75
<b>Y. Nursing Homes:</b>		
1. Per Bed	<del>100</del>	75
2. Per Bed, with Laundry	<del>150</del>	113
<b>Z. Offices, Small Stores, Business, Administration Buildings: (Per Person, No Restaurant)</b>	<del>25</del>	19
<b>AA. Picnic Parks: (Average Attendance, Per Person)</b>	<del>10</del>	8
<b>BB. Prison/Jail:</b>		
1. Per Employee	<del>15</del>	11
2. Per Inmate	<del>125</del>	94
<b>CC. Residences: (Per House, Unit)</b>	<del>400</del>	300
<b>DD. Rest Areas, Welcome Centers:</b>		
1. Per Person	<del>5</del>	4
2. Per Person, with Showers	<del>10</del>	8

EE. Rest Homes:		
1. Per Bed	<del>100</del>	75
2. Per Bed, with Laundry	<del>150</del>	113
FF. Restaurants:		
1. Fast Food Type, Not Twenty Four (24) Hours (Per Seat)	<del>40</del>	30
2. Twenty Four (24) Hour Restaurant (Per Seat)	<del>70</del>	53
3. Drive-In (Per Car Served)	<del>40</del>	30
4. Vending Machine, Walk-up Deli (Per Person)	<del>40</del>	30
GG. Schools, Day Care:		
1. Per Person	<del>10</del>	8
2. Per Person, with Cafeteria	<del>15</del>	11
3. Per Person, with Cafeteria, Gym and Showers	<del>20</del>	15
HH. Service Stations:		
1. Per Employee	<del>10</del>	8
2. Per Car Served	<del>10</del>	8
3. Car Wash (Per Car Washed)	<del>75</del>	56
II. Shopping Centers, Large Department Stores, Malls: ( <del>Per one thousand (1,000) Square Feet, No Restaurant</del> ) (Per Person, No Restaurant)	<del>200</del>	19
JJ. Stadiums, Coliseums: (Per Seat, No Restaurant)	<del>5</del>	4
KK. Swimming Pools: (Per Person, with Sewer Facilities and Showers)	<del>10</del>	8
LL. Theaters: Indoor (Per Seat), Drive In (Per Stall)	<del>5</del>	4

### SEWER TAP & EXPANSION FEE CALCULATION

**300 GPD = 1 TAP**

**\*\*USE 75% FACTOR \* ROUND TO NEAREST TENTH \*\***

**\*MULTIPLY TAP FEE (EITHER \$300 OR \$1300) TIMES 1**

**\*MULTIPLY EXPANSION FEE TIMES TOTAL # OF TAPS**

**EXAMPLE: HOTEL W/ 99 ROOMS**

**99 ROOMS \* 75GPD = 7425 GPD/300 GPD = 24.75 = 24.8 TAPS**

**\$1,300 \* 1 TAP = \$1,300**

**\$2,640 \* 24.8 = \$65,472**

**TOTAL SEWER TAP & EXPANSION FEE \$66,772**