



City of Columbia Development Center
1136 Washington Street, 1st Floor, Columbia, SC 29201
(803) 545-3420 • Email: developmentcenter@columbiasc.net

SINGLE FAMILY/DUPLEX – NEW*

***Planning Commission approval required for the construction of five (5) or more dwelling units on a single lot. ***

- 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

SUBMITTAL REQUIREMENTS

Submit plans to: CITY OF COLUMBIA DEVELOPMENT CENTER

Below are the plans necessary for review of a New Single Family Homes or Duplex. Please note that incomplete submittals will not be accepted for review. **ALL PLANS MUST BE TO SCALE.**

RESIDENTIAL NEW CONSTRUCTION/ADDITION PERMIT APPLICATION: 1 copy

CONTRACT (VERIFICATION OF JOB COST): 1 copy

PLAN REVIEW FEE- \$25

SITE PLAN: 3 copies at 8 ½" x 11" minimum

- Address(es) (if not yet assigned – fill out Address Request Form);
- Tax Map Sheet #s;
- Location of building(s) on lot showing actual (**not** minimum) setbacks from property lines and distances between other proximate buildings);
- Location and dimensions of parking and access/driveways;
- North arrow, scale (not less than 1 inch equals 20 feet), and Vicinity Map (at 1 inch equals 1,000 feet);
- Lot coverage calculation;
- Location of curb cuts; (**if new curb cut required, refer to Curb Cut checklist**);

ENERGY EFFICIENCY COMPLIANCE – 1 copy

- All projects will need to comply with the 2009 International Energy Code (2009 IECC) sections which are referred to as the mandatory provisions and either: (A) the prescriptive approach; or (B) the performance approach.
- You may also demonstrate compliance by using REScheck software which can be found at the following website: www.energycodes.gov/rescheck/

□ BUILDING PLANS: 2 copies at 11" x 17" minimum

- Framing detail of floor, wall, ceiling, roof, headers, beams and girders including size, species, spans and spacing of framing members. Show by drawing or notation the rafter ties, ledgers, and roof and lateral (corner) bracing. Indicate outside finish;
- Insulation specifications. This may either be drawn with the framing details or given as a list. Include double pane windows or single with storm windows. All cracks must be caulked or otherwise sealed and access doors weather-stripped. Show minimum R values of insulation as follows:

Ceilings	R-30
Walls	R-13
Floors (not slabs)	R-19
Duct work (crawl or attic)	R-6
- A floor plan showing the rooms and their intended used, stairs, hand and guardrails, doors, closets, cabinets, fireplaces, bath and kitchen fixtures. Include lights, receptacles (GFI where required), switches and smoke detectors. Show the location, type (double hung, casement, etc.) and size of windows in the outside walls of areas used for sleeping. **5.7 sq. ft. openable is a minimum** – with some exceptions;
- Location of appliances if known ;
- Footing and foundation plan including a footing cross section, provisions for crawl space ventilation and method of fastening the building to the foundation wall or slab;
- Name, phone, fax number of contact person.
- Flood Plain- sign statement on application form, and if applicable, include statement indicating relationship of proposed construction to the 100-year floodplain