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City of Georgetown

Housing & Community Development

International Residential Code 2018

REQUIREMENTS TO OBTAIN A BUILDING PERMIT AND A CERTIFICATE OF OCCUPANCY FOR A RESIDENTIAL ONE OR TWO FAMILY STRUCTURE ONLY (Including Renovations, Additions, and Accessory Structures)

1. Complete a building permit application. Fill in all information. Any lines not applying to your project should be marked N/A.
2. You will need to submit two (2) complete sets of plans containing at least the following details;
 - A. **Site Plan:** Show dimensioned property lines, setbacks, easements, other structures on the site, and the footprint of the proposed structure. Provided dimensions from the property lines to the foundation of the building. Show any stairs, decks, patios, fences, accessory structures, etc. Show FEMA flood lines if applicable. If the house is in a zoned area, show any/all significant trees to be removed and/or planted. Compliance with the tree regulations of the Zoning Ordinance is mandatory.
 - B. **Dimensioned foundation plan:** including footings and first floor framing detailing tie downs. (see Section 3 below)
 - C. **Dimensioned floor plan(s):** (separate from the foundation plan) list square footage with breakdown of conditioned spaces, garages, decks, porches etc.
 - D. **Elevations:** (all sides) include exterior covering and all details.
 - E. **Typical Wall Section:** Typical Wall Sections(s) and other hurricane & seismic resistant construction details, show all strapping for continuous load path including all bracing and exterior sheathing details. (see Section 3 below)
 - F. **Brick Veneer:** Comply with the seismic provisions in the IRC; Wall ties must have a spacing of **18" vertical and 16" horizontal**. A brick Inspection detail drawing is available to you upon request.
 - G. **Roof Plan:** Detail roof pitch and overhangs, indicate site built or trusses. If site built, indicate rafter and ceiling joist size(s).
 - H. **An Electrical layout:** showing all outlets (with GFI's and arc faults noted), switches, fixtures, smoke detectors, panel, meter base and exterior disconnect.
 - I. **Mechanical Plan:** Showing inside and outside unit locations along with return and supply air registers and duct routing.
 - J. **Window, door and garage door schedule:** Show the DP rating to be used for the proposed plan. Minimum DP rating is **DP-50** unless noted otherwise by the Engineer. All windows and glass doors must bear a manufacturer's label declaring the DP rating of each unit. See IRC-612 and/or have your design professional calculate the proper DP.

- K. **Windborne Protection:** Per IRC 301.2.1.2, provide manufacturer's certification for impact/insulated windows or storm, shutters or panels. If using plywood, detail how panels will be anchored to structure and how/where panels will be stored flat.
 - L. **Floodzone Mitigation:** Any property that is located within the Special Flood Hazard Area (SFHA) shown on the official Flood Insurance Rate Map (FIRM) will be required to meet the regulations of the City of Georgetown Flood Damage Prevention Ordinance.
3. Plans for all structures in the City of Georgetown must provide Design Summary indication the code referenced for design, including how they are designed to withstand required winds (IRC 301.2.1) and Seismic Design Category D-2 (IRC 301.2.2). **Foundation plan and typical wall sections must be stamped and signed by a SC Registered Architect or SC Licensed Engineer.**
 4. **If your building is in an elevated flood zone,** a current Elevation Certificate and a completed Three Party Memo, signed by the Designer, Contractor and Owner must accompany the plans. An approval letter from O.C.R.M. is required for waterfront projects located in the Coastal Plain Management area.
 - A. **If your building is in an AE Zone:** the foundation plans must bear a SC architect's or SC engineer's seal.
 - B. **If your building is in a VE Zone:** a VE Zone Certification Form must also be completed and a SC registered architect or SC licensed engineer must seal the entire set of plans.
 - C. Be sure to include a ground floor plan (separate from foundation plan) w/electrical note showing stairs, storage rooms, etc.
 5. Per SC Revised Code, the minimum requirements for **2009 Residential Energy Conservation** are as follows:
 - A. Double pane or storm windows must be used for window glass.
 - B. R-30 value for ceilings (roof/ceiling combination may be R-19)
 - C. Exterior Walls R-13
 - D. Floors with crawl space R-19
 - E. R-6 or the installed equivalent for HVAC ductwork shall be located in conditioned space, otherwise R-8. Duct seal and Door blaster report required.
 6. Included in your total permit fees will be a Fire Impact Fee. The rate is 4/10 of 1% of the value of construction for a single-family residence or 5/10 of 1% of the value of construction for a duplex (two family residences). This is a onetime fee collected for the local fire department in addition to your building permit and plans review fees.
 7. A copy of the contractor's current SC builder's license is required. The signature of the licensed contractor is required on the permit. All other sub-contractors must also be licensed by the state of S.C.
 8. A 9-1-1 address will be assigned by the City's Zoning Department. This must be assigned prior to a Building Permit being issued.
 9. This Department will review your package and notify you if your permit has been approved or rejected. If there have been any comments noted, the drawings may have to be re-drawn and re-submitted. **Two sets of drawings must be submitted** and this Department will retain one set until the Certificate of Occupancy is issued. The other set will be stamped by the Building Department, will be returned and **must be available along with the Permit and Roster Card on the jobsite at all times.**
 10. Your permit fee must be paid when you pick up your permit. You will pay one amount to the City of Georgetown, which will include the Building Permit and Plans Review fees, the Fire Impact Fee, and water and sewer tap fees (if applicable).

The following is a list of inspections required by the Building Department. Some inspections may not apply depending on the type of construction. It is the contractor's responsibility to schedule the inspections at the proper time by calling the **Inspection Line at (843)-545-4010 between 8:30 am and 4:00 pm daily**

TYPES OF INSPECTIONS

1. **Elevation Certificate:** If the property is located within the Special Flood Hazard Area (SFHA), an elevation certificate will be required for new and substantially renovated structures.
2. **Footing Inspection:** To be done after the trenches are excavated and the placement of any required structural steel and **prior** to placement of any concrete. **Building setbacks will be checked during the footing inspection.** String lines need to be located from corner to corner of the property lines prior to the inspection. If the inspector cannot clearly identify all setbacks the inspection will fail and a re-inspection fee will apply. **Sanitation facilities and dumpster must be on site for this inspection.**
3. **Slab plumbing Inspection:** To be done once all under-slab plumbing has been placed in the ditch and properly connected and sealed. Test drain lines with a 10' stack full of water or 5#s. of air. Water supply lines w/fittings must be tested w/50#s of air, with water added. Sleeves are required for penetrations of block walls or through or under footings. Drain lines less than 2" may not be used underground.
4. **Slab-poly/wire Inspection:** (Slab floors only) to be made after slab plumbing has been approved and covered. Soil shall be compacted; the Inspector may require a separate compaction test. Interior load bearing footings in place with reinforcement, termite treatment complete, 6 mil (minimum) poly moisture barrier in place and wire installed (if required) all penetrations through the poly must be sealed as well as poly seams. Block wall construction will be matched to plans at this inspection.
5. **Bond Beam Inspection:** To be made prior to pouring concrete masonry units to check continuous lateral steel connected to dowels to top of block work, with no openings allowed in top of block, i.e., openings for access or ventilation. (Note: Bond Beam must be continuous around entire perimeter). A second elevation certificate may be required after concrete is poured.
6. **Floor Framing Inspection:** (For wood floors and decking only) to be done prior to placement of sub-flooring. Pier placement, foundation strapping and anchors, joist spans, nailing, ledgers, clearances, cutting and notching of bearing and bridging members will be checked at this time.
7. **Sheathing Inspection:** To be done prior to any roof covering or exterior siding or stucco being applied. Nailing patterns must match pattern called for on plans. Doors and windows cannot be installed prior to passing this inspection.
8. **Brick Inspection:** To be done prior to the installation of brick or stone veneers. House wrap, flashing applied under house wrap, all wall ties, must be evident, even at the gable ends.
9. **Rough-In Inspection:** To be made prior to the covering or concealment of interior walls or ceilings. This inspection will include framing, strapping, electrical, mechanical, and a plumbing inspection.
10. **Insulation Inspection:** To be done prior to installation of drywall. This will assure proper R-values of the insulation as well as baffle the strap placement. (Insulation Inspection of any blown-in insulation will be done as part of the Final Inspection.)

11. **Electrical Compliance Inspection:** To be done when temporary electrical service is requested (good only for 90 days, a written request is required for an extension of this time period). All electrical devices are to be installed, the panel, meter base, and disconnect must all be completed. Do not back wire the electrical service. Your completed Roster Card is due at this time. Your "Finished Construction" Elevation Certificate is also due at this inspection if your project is in a Flood Zone.

Note: No furniture may be placed in the house and no occupancy of the house may occur until issuance of a Certificate of Occupancy. Furnishing or occupancy prior to C.O. is grounds for immediate disconnection of electric service to the house.

12. **Final Inspection:** To be done when the building is complete and ready for occupancy. Proper posting of the 9-1-1 addresses, hose bib frost and back flow protection, electrical circuit testing, handrails and guardrails, attic blown insulation, a working telephone in all elevators, are some of the items for this inspection. The final elevation certificate may be required after final inspection.

A **Certificate of Occupancy** will be issued after all necessary inspections have been performed and passed.

PLEASE NOTE THAT NOT ALL INSPECTIONS OR POINTS MENTIONED WILL APPLY TO EVERY SITUATION.