



# BERKELEY COUNTY

Building and Code Enforcement

## Requirements for Submittal

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### Commercial Up-Fit Permits

1. Signed Contract with amount or Cost of Construction
2. Signed and Sealed Plans by SC License Design Professional
  - a. Plans must include a Code Summary or Code Analysis
3. Special Inspection Form completed if applicable
4. Any supporting Documentation that may be affiliated with the Building Project (Manufacturers specifications, Installation instructions, ETC.)
5. Applicable Com-Check Reports (Thermal Envelope, Exterior Lighting, interior Lighting, Mechanical)
6. Electronic Copy of everything submitted for Permitting (C/D or Thumb Drive)
7. Information on C/D or Thumb Drive needs to be labeled
8. Need Hard Copies of Plans

### Sign Permits

1. Signed Contract with amount or Cost of Construction
2. Signed and Sealed Plans by SC License Design Professional
  - a. Plans must include a Code Summary or Code Analysis
3. Special Inspection Form completed, If applicable
4. Any supporting Documentation that may be affiliated with the Building Project (Manufacturers specifications, Installation instructions, ETC.)
5. Electronic Copy of everything submitted for Permitting (C/D or Thumb Drive)
6. Information on C/D or Thumb Drive needs to be labeled
7. Need Hard Copies of Plans
8. Site Plan

**\*\*\*Contracts and Cost of Construction **Must** be signed by both Parties\*\*\***

"Total cost of construction" means the actual cost incurred by the owner, all contractors, subcontractors, and other parties for labor, material, equipment, profit, and incidental expenses for the entire project. This does not include the cost of design services unless those services are included in a construction contract.

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