



**BERKELEY COUNTY**

**PO Box 6122**

**Moncks Corner, SC 29461-6120**

**Moncks Corner (843) 719-4368 \* Charleston (843) 723-3800 \* St Stephen (843) 567-3136 \* Fax (843)719-4053**

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### **Requirements for Submittal**

#### **New Commercial Building Permits**

1. Signed and sealed plans by SC License Designed Professional.
  - a. Plans must include a Code Summary or Code Analysis.
2. Special Inspection Form completed.
3. Geotechnical/Soil Bearing Reports.
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.
9. Site Plan.
10. Hard copy of DHEC Permit to Construct/Permit to Operate, or sewer availability letter/or paid tap receipts.

**\*\*\*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.