

PLAN REVIEW REQUIREMENTS

CITY OF WOODRUFF BUILDING DEPT.

1. Two (2) complete sets of working drawings including site/plot and specs must be submitted. Drawings must be to scale and fully dimensioned (minimum size of 24 – 36). Tax map number is required to submit plans for review.
2. Site plan must be dimensioned and to scale. New buildings, future additions, etc. must be shown. All dimensions from property lines, between buildings and zoning property setbacks, utilities, right of ways, parking, existing and proposed buildings, fire hydrants, fire dept. connections, fire pits, etc. must be shown. Zoning setbacks must be shown.
3. Foundation plans must include footing details. Any slab/footings placed on fill will require a compaction test from a soils engineer @ 95% modified proctor or greater, per code, prior to any placement of concrete.
4. Structural plans showing details of foundation, walls, roof, etc. required. Show type and connections for all members, as well as being fully dimensioned. Stairway construction must be detailed showing tread and riser details, landings and hand/guard rails.
5. Floor plans must show all rooms, halls/corridors, restrooms, stairs, etc. ALL rated assemblies shall be clearly marked as such and have the rating shown and the UL number listed as well as the cut sheet of the assembly. Plans for an existing building must be shown for verification of compliance.
6. Schedules for rooms, doors, electrical, etc. must show all fire ratings, dimensions, types of hardware, etc. that are necessary per code.
7. Complete elevations must be provided.
8. A CODE ANALYSIS is a must. The analysis must include the type of construction, occupancy(ies) type, life safety, square footage of each floor,

- egress requirements, sprinkled or not, if the construction is protected or not and area and/or height increases and calculations per code. Provide requirements, if required by occupancy separation, tenant separations. If sprinkled, submit all calculations, per NFPA 13, to the City of Woodruff Fire Chief and this office..
9. Plumbing- isometric diagrams showing venting, drainage, fixtures, etc. Number of fixtures must comply with IPC. Handicapped requirements must comply with ANSI 117.1.
 10. Electrical – riser diagram. One-line drawings, for service. Total number of amps and breakers and panel schedule must be included. Indicate conductor types and sizes and fixture locations.
 11. Mechanical- duct layout, unit sizing (Btu's), and compressor tonnage. Indicate all rated walls and show all necessary fire dampers. Duct detectors must be indicated and labeled (if over 2000 cfm, 5 ton or means of egress). Provide all gas piping sizes, pressures and lengths. Information on hood systems is required in all commercial buildings with cooking devices. Include sections and details of all hood installations. Must also include energy efficiency complying with the IECC.
 12. Sealed drawings must be in compliance with SC Architectural/Engineering Registration Law. Sealing or stamping work outside expertise is not permitted as per section 600 of the SC Reference Manual for Building Officials and Design Professionals. All drawings requiring seals must have a complete Code Analysis.
 13. Existing buildings – submit code design as per Chapter 34 of the IBC. No plans will be accepted without this summary attachment.
 14. All job sites must have the approved plans on the site. NO revisions are to be made without the approval of the drawings by the Building Dept. Do not ask the inspector to approve the changes, the drawings must be submitted to the Building Dept. Faxed copies of the changes may suffice.

15. A pre-plan review is always a way to speed the plan review process up. Please allow up to thirty days for a review, depending on the complexity of the plans and the number of plans in front of yours. We operate on a first come basis.
16. A MSDS must be provided if applicable.
17. All required 3rd party inspection results must be submitted to the Building Office to become a permanent record of the building document. Chapter 17 IBC.
18. An all weather access/ road and mud mat must be in place prior to construction and must be maintained throughout the project unless paving is done. Failure to comply may result in the project being stopped until in compliance. Along with the road, silt fencing must be in place, properly installed and maintained.

If you have any concerns or questions, please contact me at (864) 476-8916.

**Michael E. Doles, CBO
Building & Zoning Official**