TOWN OF MONCKS CORNER
APPLICATION FOR PLAN REVIEW

Project Address_____ TMS#_____

Contractor/Owner_____

Attached Information: ☐ Residential ☐ Commercial- Include Building Summary

☐ Plans – 2 Complete Sets & Specs
(Commercial- Soil/Wind/Seismic-Calculations)

☐ Septic Tank Permit (if required)

Other: _____

_____

Contract Cost $_____

Signature_____ Date: _____
(Plan reviews will require 7 to 14 days depending on the complexity of the building)

THIS SECTION FOR OFFICE USE ONLY

Permit # _____
Permit Fee $_____ Plan Review Fee $_____
(Due at time application is submitted)

Received by: _____ Date:___/___/___

This review of the submitted plans does not relieve the owner, designers, and contractor or their representatives or collective responsibility to comply with applicable provisions of the adopted Standard Codes. This examination is not to be construed as a check of every item in the plans and the building official from hereafter requiring corrections of errors in plans or construction.

PLAN REVIEW CHECKLIST FOR RESIDENTIAL & COMMERCIAL BUILDINGS

OWNER	MAIL ADDRESS	ZIP CODE	PHONE	
CONTRACTOR				FAX
ARCHITECH				FAX
ENGINEER				FAX
PROJECT				FAX

BUILDING DESCRIPTION	NUMBER OF STORIES
CONSTRUCTION TYPE	GROSS SQ. FEET
OCCUPANCY GROUP	

DOCUMENTATION SUBMITTED DATE

_____ SITE PLAN
_____ BUILDING DESIGN PLANS
_____ DESIGN PROFESSIONAL'S SEAL
_____ SOIL REPORTS
_____ WATER AND SEWAGE STATEMENT
_____ MECHANICAL PLANS
_____ PLUMBING PLANS
_____ ELECTRICAL PLANS
_____ TWO COPIES OF PLANS

INSTRUCTIONS

1. A COMPLETE PLAN REVIEW REQUIRES THE SUBMITTAL OF ALL DOCUMENTS LISTED ABOVE.
2. A REGISTERED ARCHITECT AND/OR ENGINEER SHALL SEAL EACH SHEET OF PLANS.
3. SPECIFICATIONS, CALULATIONS, AND SOIL REPORTS SHOULD HAVE AT LEAST THE FRONT PAGE, COVER SHEET, OR SIGNATURE BLOCK SEALED BY THE ARCHITECT OR ENGINEER.

SUBCONTRACTORS LIST

_____

JOB ADDRESS TMS #

THE FOLLOWING IS A LIST OF ALL SUBCONTRACTORS ON THE ABOVE PROJECT- IT IS THE RESPONSIBILITY OF THE CONTRACTOR/ OWNER TO SUBMIT **ALL NAMES, ADDRESS, PHONE NUMBERS AND CONTRACT AMOUNT.** IF THE INFORMATION IS NOT AVAILABLE AT THE TIME OF PLAN REVIEW SUBMITTAL IT IS THE RESPONSIBILITY OF THE **CONTRACTOR/ OWNER TO FURNISH THE INFORMATION BEFORE EACH JOB HAS BEGUN.**

TYPE OF WORK	CONTRACTOR	ADDRESS	PHONE	STATE LIC. NUMBER	CONTRACT AMOUNT
HEATING/AIR					
PLUMBING					
ELECTRICAL					
GAS					
CLEARING/GRADING					
FOUNDATION					
CONCRETE					
FRAMING					
STEEL ERECTIONS					
BRICK MASON					
SIDING					
ROOFER					
INSULATOR					
DRYWALL					
PAINTER					
CERAMIC TILE					
CARPET					
CABINETS					
SPRINKLER					
LANDSCAPER					

NOTE: ***SHADED AREAS REQUIRE A PERMIT.*** **ALL** CONTRACTORS **MUST** HAVE A **CURRENT** TOWN OF MONCKS CORNER BUSINESS LICENSE **BEFORE** THE JOB BEGINS. PLEASE BE ADVISED THAT A **COMPLETED SUB LIST** HAS TO BE TURNED IN **BEFORE** A C/O WILL BE ISSUED.

I, _____, HAVE READ AND UNDERSTAND THE ABOVE
(PLEASE PRINT)
STATEMENT .

_____ _____

SIGNED ***DATE***

Permit #_____

Issue Date _____

Town of Moncks Corner Building Permit Application

"Capital of Santee Cooper Country"®

(843) 719-7900 Fax (843) 719-7902

Print Neatly or Type

Job Address _____ **Date** _____

Owners Name _____ **TMS #** *(Required)* _____

Applicant _____ **[ ] Owner [ ] Contractor [ ] Architect**

Applicant Address _____
Street State Zip

Applicant Phone # (____) _____ **Fax #** (____) _____

State Lic # _____ **Type** _____
Provide copy of licenses for file

Type of Construction = **[ ] New** _____ *Heated Square Footage* _____ *Unheated sq/ft*
[ ] Renovation [ ] Repairs [ ] Addition

Building Use = **[ ] Single Family [ ] Multi Family #_____units [ ] Storage [ ] Office [ ] Retail [ ] Restaurant/ Club**
[ ] Other _____

Describe Work _____

_____

_____

_____

Contract Amount: _____

Building Department Use Only

Construction Valuation $ _____

Residential plan review $ _____

Commercial
Plan Review Fee$ _____

Permit Fee $ _____

Permit Approvals
Zoning

_____
Signature *Date*

Building Department

_____
Signature *Date*

I hereby certify that all the information given on this application for a building permit is factual. Any misrepresentation given by the applicant can result in delaying the progress of the job and forfeiture of the permit.

I have supplied a list of sub-contractors working on the job. It is the contractors responsible to insure that all sub-contractors have the appropriate business or professional licenses. Failure to do so could result in shutting the job down and delaying the Certificate of Occupancy.

_____
Contractor / Owner Signature **Date**

OWNER

I the owner am acting as the general contractor on this project and will abide by all the rules and regulations just as a licenses contractor would. I understand that the building department can not intervene in contract/ liability disputes. I understand and assume the risk and liabilities as acting as my own general contractor.

_____
Owner Signature **Date**

NOTE: All Permits shall become **INVALID** if: 1. Work has not commenced within 180 days of issue date OR 2. Work is suspended or abandoned for a period of 180 days after the time work is commenced.

TOWN OF MONCKS CORNER
CONSTRUCTION FEES

PLAN REVIEW FEES- Fees collected when permits are picked up
RESIDENTIAL AND COMMERCIAL– Fees are as follows:
One-half (1/2) of the cost of building permit fees.
Residential Plans: Will be reviewed 5-7 working days once received by plan reviewer.
Commercial Plans: Will be reviewed 7-10 working days once received by plan reviewer.

BUILDING PERMIT FEES

ADMINISTRATIVE FEE: $20.00 PLUS:

VALUE OF WORK	FEES
LESS THAN $1,000.00	NO ADDITIONAL FEE
$1,001.00 to $50,000.00	$15.00 + $5.00 per $1,000.00 over $ 1,000.00
$50,001.00 to $100,000.00	$260.00 + $4.00 per $1,000.00 over $ 50,000.00
$100,000.00 to $500,000.00	$460.00 + $3.00 per $1,000.00 over $100,000.00
$500,000.00 and up	$1,660.00 + $2.00 per $1,000.00 over $500,000.00

DEMOLITION FEE: $ 50.00

MOVING A BUILDING - (No Construction) $100.00
MOVING A MOBILE HOME: $ 50.00

RE-INSPECTION FEE: (per trade i.e., electrical, plumbing, etc.):
$40.00, 2nd re-inspection $60.00, 3rd and subsequent re-inspections $80.00

ELECTRICAL PERMIT FEES: $40.00 per meter, up to and including 200 amps.
Each additional amp is .15 per amp over 200 amps.

- **TEMPORARY CONSTUCTION POLE**: $25.00 per pole.

MECHANICAL PERMIT FEES: $30.00 per unit (unit is defined as any structure having a separate electric meter) plus $2.00 for each $1,000.00 of cost or fractions thereof.

GAS PERMITS: $20.00 per unit (unit is defined as any structure having a separate electric meter) plus $2.00 for each additional fixture over one fixture.

PLUMBING PERMIT FEES: $20.00 per unit (A unit is defined as any structure having a separate electric meter) $2.00 for each additional fixture over one fixture.

SIGN PERMITS: $15.00 for the first $2,000.00; plus $3.00 for each additional $1,000.00 or fraction thereof.

COMMUNICATION TOWER PERMITS: $300.00 per tower

Construction Values

Permit values shall be determined by using the latest ICC Building Valuation Data using the South Carolina multiplier or construction cost, whichever is higher.

PENALTIES: PERMIT FEES SHALL BE DOUBLED IF CONSTRUCTION BEGINS PRIOR TO OBTAINING PERMITS.

Building Permit - Zoning Compliance

A certificate of zoning compliance is required for the construction of a new building or structure, or the alteration of an existing building or structure. Two (2) copies of a site plan must accompany all applications for a certificate. Site plan requirements depend upon the type of development.

Commercial, Multi- Family, Institutional or Industrial

1. Site plans must be drawn by a licensed surveyor, architect, engineer or land planner and must bear the seal of the drawer.
2. Plans must be drawn to scale and show the following:
   - Scale
   - North arrow
   - Street address of subject parcel
   - Current zoning classification
   - Names of all abutting streets
   - All parcel lines of the subject parcel, with dimensions shown
   - Exact location of all buildings and structures, with dimensions of footprints shown
   - Setback and buffer areas required under provisions of the zoning ordinance
   - Exact location of all existing signs, accessory buildings and structures, with footprint dimensions shown
   - Exact location of proposed building, accessory structures, and signs with footprint dimensions of all structures shown
   - Exact location of all parking lots driveways and loading zones, with the width of each driveway shown and the dimension of parking spaces indicated
   - Number of parking spaces to be installed is to be indicated (minimum 90 degree parking is 9' x 20')
   - Exact location of any lakes, ponds, retention areas, rivers, bodies of water or 100 year floodplain areas
   - Any legally recorded easements

Single Family Dwellings and Accessory Structures

1. Two (2) copies of a sketch of the subject parcel drawn to scale (no official seal is required)
2. Sketch must include the following:
   - Scale
   - Street address of the subject parcel
   - All parcel lines
   - Names of all abutting streets
   - The exact location and footprint dimensions of the proposed single-family dwelling and/ or accessory structure(s).

Sign Permits

Application must be accompanied by two (2) copies of a sketch of the parcel on which the sign is located, structural drawings of the sign with dimensions, dimensions of building for wall signs, and foundation plans for free standing signs (if required by the Building Official). The cost of the permit is based on sign value with a minimum cost of $15.00.

Note: Site plans can be submitted to the Building Official at the same time building or construction drawings are submitted. The Planning Department will review only site plans. However, the Building Official cannot issue a building permit until the certificate of zoning compliance has been issued by the Planning Department.

_____

Fill in the address of development, nature of the project

I, the owner/agent of the above property have been notified of the following:

Storm Drainage Related Requirements

Ordinance 2001-19, Section 6-8
Town of Moncks Corner Land Development Regulations
Enacted December 18, 2001

"An adequate drainage system, including necessary improved open channels, pipes, culverts, storm sewers, intersection drains, drop inlet, bridges, and other necessary appurtenances shall be installed by the subdivider and shall be according to plans and specifications approved by the Berkeley County Director of Public Works."

If you are developing a property in the Town of Moncks Corner, it is the responsibility of the owner developing the property to insure that a storm water drainage plan is submitted to Berkeley County Engineering Department for approval. These plans must be submitted in accordance to Berkeley County's requirements. They will indicate the manner, direction, and rate water will flow on and off the property.

If the storm water flows off the property and impacts a publicly maintained road's storm water drainage, the owner of the development is responsible for obtaining encroachment permits or other approvals from those entities that maintain the road.

Applicable State and Federal regulations such as DHEC OCRM or US Army COE may apply to your project. It is the owner's responsibility to meet these regulations and no employee of the Town has authority to give approvals or modifications to State or Federal regulatory matters.

The Town will not issue a building permit until storm water plans are submitted and approved by the County Engineer's Office and applicable state and Federal agencies.

The Town will not issue a certificate of occupancy until a professional engineer or registered surveyor provides a signed (with raised seal) documentation that the lot has been built and graded according to the submitted plans.

_____ / _____ _____

Owner-Agent Printed Name / Signature Date

Date _____

To Whom It May Concern:

RE: _____

I conducted an on site inspection of the above described property on _____.

This property has been graded and devices installed per the specifications of the storm water site plans designed by _____ on _____ and approved by Berkeley County Engineering on _____.

_____
SC Registered P.E. or Surveyor