



The Lowcountry's Hometown

PO Box 700 | Moncks Corner, SC 29461 | 843.719.7900 | monckscornersc.gov

Prospective Business Owner/Operator:

First, we are pleased that you are considering Moncks Corner as a location for your new business. Please be assured that all personnel with the Town of Moncks Corner want your new business to open on schedule and become enormously successful. In order to comply with State of South Carolina statutes, our City has adopted the International Building Code as its reference to commercial construction and public building safety. This code, adopted by all cities and counties in South Carolina, is the same series of building regulations and safety codes used all over the country and are the same in Moncks Corner as any other location within our state.

Please review the **New Business Checklist** and the **General Fire Inspection Requirements** in this packet. These show the process to ensure you are compliant in three important areas: (a) that the location for the business is properly zoned, (b) that the building is in agreement with the International Building Code for your businesses use, and (c) that the structure meets the International Fire Code.

It is always advisable for you to request a walkthrough by the Building Official and Fire Marshal before you sign a lease or purchase a building. They can advise you on how to bring your proposed location into compliance for your intended use (specifically for your business) prior to your making a final commitment. And, while not every building will require an extensive up-fit, some will. A walkthrough is an excellent way to prevent surprises from appearing later. To see how your business fits into your proposed location, just give us a call or come by for a visit. We're here to help.

The notes and attachments contained herein are meant to be informational and a guide to assist you but are certainly not meant to be all inclusive. As you know, furnishing a product or service for public consumption is a competitive, demanding and complicated endeavor, we want to help you get started as soon as possible.

Please call any of us with any questions you may have.

New Business Checklist

We are happy to help you get started on this new adventure. There are a few things that you need to make sure you do in the proper order so that you don't run into any surprises.

FIRST AND FOREMOST - Contact the Community Development Director (843-719-7913) so that we can help guide you through this process. Once you get started, or if you chose to do this on your own, the steps are as follows:

- Check with the Community Development Director to make sure that the business you are thinking of starting is allowed in the area of the Town you are thinking of.
- If your idea fits the area, you then should schedule a walkthrough by the Building Official to confirm that your building of choice can accommodate your business. He or She can also help you understand the level of up-fit required if the building requires alteration. This is a service they offer to help you know what you are in for before you get in too deep.
- The Building Official will inform you of additional requirements as needed, such as architect or engineer produced and stamped plans as well as landscaping and parking requirements.
- After your walkthrough you should then apply for the required permits to begin necessary work. If you are paying a contractor to perform the work, he or she will often pull the permit.
- Throughout the process, remember to call for inspections as each phase of work necessitates.
- Upon completion of work, you can then apply for a business license.
- In order for your license to be issued, the final step is a Code Clearance inspection. This is a final verification that you are ready to open your doors.

General Fire Inspection Requirements

The following list is the general requirements that most businesses must meet for Fire Inspections. This list is **not** all inclusive and some items may not apply to all businesses. For questions, or to schedule a Fire Inspection contact the Fire Marshal at 843-719-7990.

- A minimum of one 5 lb, (2A-10BC) fire extinguisher for each 3,000 square feet of floor; not to exceed 75 feet of travel distance.
- All extinguishers must be checked and tagged annually for proper maintenance by a third party vendor. Extinguishers should be mounted so the top is not more than 48 inches from the floor.
- Automatic sprinkler systems which have been serviced within one year and valves are open and supervised. (Chained or electrically monitored)
- Sprinkler/Standpipe Fire Department Connections (FDC) are provided with caps.
- A minimum of 18 inches of clearance is provided and maintained between the top of any storage and sprinkler heads or any overhead obstructions. In a non-sprinkled building, a minimum of 24 inches must be maintained between ceiling and any combustible items.
- Emergency lights are tested and working.
- Fire alarm system is working properly.
- Fire Pump/Emergency Generators are tested weekly and logged.
- Exit lights illuminated and operate appropriately on back-up power
- All exits are unlocked and clear of any obstructions
- Designated exits are unlocked and clear of any obstructions.
- Stairwell doors equipped with self-closures and proper hardware.
- Extension cords are not a substitute for permanent wiring. Extension cords should only be used with one portable appliance. Multi-plug adapters shall not be used. Extension cords shall not be affixed to structures, all electrical wiring is to be installed according to the National Electric Code with no open junctions. Electrical panels should be labeled and access to panel shall be clear and accessible.
- Cooking equipment, vent hoods, filters, and ducts free of excess grease.
- Automated smothering systems protecting cooking surfaces have been inspected within the last six months.
- Minimum of one 6-liter K-type fire extinguisher mounted in the kitchen area.
- Compressed gas cylinders securely chained or strapped in the vertical position.
- No smoking signs are posted and maintained at all fuel pump islands with a minimum of one 5 lb. (2A-10 BC) fire extinguisher within 75 feet of travel distance.
- Combustible waste kept to a minimum.
- Approved housekeeping.
- Address posted on the street side of the building with 4-inch minimum height numbers with contrasting reflective background.
- Storage of any combustible or flammable materials is not permitted in an electrical room.