



Building Codes Enforcement

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SOG : 200	Related Policies: SOG Title: Permit Process
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
<p>Applicable SC Statutes: Applicable SC Code of Regulations:</p>	
OSHA:	
NFPA Standard:	
Date Implemented: 10/26/18	Date of last revision :

PURPOSE: The purpose of the Permit Process policy is to ensure all employees understand the requirements for plan submittal.

RESPONSIBILITY: It is the responsibility of the Permit Tech to accept/deny all submittals, process the application and issue the permit in accordance with this policy. The Plans Examiner will review the plans for accuracy.

PROCEDURE:

1. Building permit applications that do not qualify as the quick turnaround projects, are currently received in two ways: Emailed directly to Building Department, or submitted online through the Town's permitting system. All electronic submittals are to have the address as the beginning of the file name.
2. Both emailed and online internet submittals are reviewed by the Permit Tech to ensure the following information is included:
 - a. We are in receipt of copies of the recorded plat, preliminary or final. If a preliminary plat, Permit Tech will verify with Planning that conditions written into the neighborhood PD allow permit issuance on a conditional plat.

- b. All supporting documentation has been received such as signed and sealed plans, site plan, energy forms, etc.
 - c. Application is completed in its entirety including the address, flood zone, and construction valuation. Permit Tech will verify addressing and zoning information using the Town and County GIS system. For any applications, Commercial or Residential, where the application has been submitted with Contractor as "TBD" a revised application with selected Contractor info and updated construction valuation is required prior to permit issuance.
 - d. If applicable, Permit Tech will ensure the Contractor/Company is current with the SC Labor, Licensing & Regulation (LLR) and will update their license and bond expiration status in Meritage. Both License and Bond must be current in LLR website. Bond and licensure expirations will deter permit issuance and stop currently permitted projects until licenses are renewed thru LLR. Owner/Builder applicants will be notified of the forms they are required to complete for submittal.
 - e. Permit Tech will also verify licensure status for Architect/Engineer and/or Design Professional in Responsible Charge based on the license number provided on the stamped plans provided.
 - f. The Plans Examiner will verify the validity of the Special Inspector's credentials.
3. All attachments will be condensed and manipulated into the standard format designed by the Chief Building Official and the file will be placed in Meritage "Assign Plan Reviews" as it was received.
4. Permit Tech will review if any active tree letters have been released for property and will attach to the submittal.
5. For Residential New Construction, Permit Tech will start a Project in Meritage loading the property address, applicant/contractor, project name and description of permit/current building code/current flood zone.
6. The submittal is placed in the "To be Reviewed" queue and it is reviewed in the order it was received unless otherwise directed by the Chief Building Official.
7. Plan Reviewers will select next plan in line and move into their working file.
8. While under plan review, any required revisions will be communicated from the Plan Reviewer directly to the Contractor/Customer via email. Plans requiring additional information are moved from their working file to their pending file with notes stating what is needed for permit issuance. This can ensure that in the Plan Reviewer's absence, plan review and permit issuance can be completed by any Plan Reviewer if necessary.
9. Once the Plans Reviewer is satisfied with all necessary revisions, the plans are stamped "Reviewed for Code Compliance" and moved from their pending file to their completed file. The Plan Reviewer will then

immediately notify the Permit Tech via email that the plan review is complete.

10. The Permit Tech will verify all permitting information is completed by other departments.
11. Permit Tech will then generate the Permit(s) in Meritage adding all inspections and fees and attaching all submittal forms to the permit for permanent record and for the use of future FOIA requests. The Permit Tech will then be responsible for contacting the contractor that the permit is ready to be picked up.
12. Once the contractor comes in to pay for and pick up the permit, the permit tech will scan and attach the signed permit to the permit file for permanent record.