



Building Codes Enforcement

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SOG : 201	Related Policies: SOG Title: Plan Submittal 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>	
Applicable SC Statutes: Applicable SC Code of Regulations:	
OSHA:	
NFPA Standard:	
Date Implemented: 10/26/18	Date of last revision :

PURPOSE: The purpose of the Plan Submittal Requirements 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 and process the application in accordance with the Permit Process policy. The Plans Examiner will review the plans for accuracy.

PROCEDURE:

Submittal by Type:

- Quick turnaround simple projects: Projects such as but not limited to roofing, siding, window replacement, kitchen and bath remodel and floor coverings. These are typically reviewed by a Plans Examiner and issued same day, in many cases while the applicant is waiting. Once approved by the Plans Examiner the Permit Tech will issue the Building Permit and attach all documents electronically to the permit file.
- Residential renovations and additions: Larger projects that will require some research for review such as porches, decks, sunrooms, home

additions and major renovations. These applicants are instructed to submit electronically to the Permit Tech.

- New single family dwellings and townhouses: These applicants are instructed to submit electronically to the Permit Tech.
- Commercial renovations and up-fits: These applicants are instructed to submit electronically and 1 hard copy to the Permit Tech.
- Commercial new construction and additions: These applicants are instructed to submit electronically and 1 hard copy to the Permit Tech.