



# Building Codes Enforcement

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<b>SOG : 202</b>	Related Policies:  SOG Title: Plan Review 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 plan review policy is to ensure all employees understand the process for plan review.

**RESPONSIBILITY:** Responsibility will be as outlined in the procedure.

**PROCEDURE:**

1. The Plans Examiner selects the next plan to be reviewed from the review queue and reviews based on the order it was input into the queue – first in, first out. If the submittal is missing items or needs further information, the Plans Examiner will contact the permit applicant for clarification. The submittal is moved to their pending file until ready for permit issuance.
2. Once the Examiner has completed the review, the file is marked completed in the system.
3. Plans Examiner emails Permit Tech stating the plan review is completed and plans updated to Meritage.

4. Applicant is notified via email by Permit Tech that permit is available for pick up.
5. The Building Department reviews plans for compliance with the adopted technical codes. Other entities will review for their respective disciplines, i.e. Landscaping, architectural design.
6. Small permits are required to be reviewed as directed by the Chief Building Official.
7. Time frame for review:
  - a. For very simple submittals less than \$50,000.00 in value and limited in scope, turn around for initial review should be no more than one day.
  - b. For submittals such as commercial up fits and renovations less than \$200,000.00 in value, turn around for initial review should be no more than one week.
  - c. For average sized additions and renovations not exceeding \$1M in value, turn around for initial review should be no more than one week.
  - d. For large projects exceeding \$1M in value, turn around for initial review should be no more than two weeks.
  - e. For new residential homes, average turn around for initial review should be no more than two weeks.