



# Building Codes Enforcement

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<b>SOG : 203</b>	Related Policies:  SOG Title: Change and Information Requests
<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 change and information request policy is to ensure all employees understand the requirements for requesting permit changes and requesting information.

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

**PROCEDURE:**

- **Inquiries on the status of a submittal:** All inquiries on submittal status will be forwarded to the Plans examiners.
- **Request to cancel permit before Issuance:** Once a customer/contractor notifies the Permit Tech that they would like to cancel a submittal prior to plan review, the entire submittal will be moved and stored in the system along with any documentation (email, letter, etc.) requesting the cancellation. Typically no refund is applicable; however, it is at the Chief Building Official's discretion to issue a refund on the plan review deposit if requested.
- **Document handling of revisions during plan review:** For revisions that are needed during the plan review process, communication will take

place directly between Plan Reviewer and customer/contractor via email. Submitter will resubmit entire plan electronically with corrections. If a hard copy is required 1 full set will be submitted with corrections prior to permitting.

- **Request to amend a project after the permit has been reviewed but not picked up:** If a customer/contractor requests to make a change to the building plans and/or site plan after a permit has been reviewed and created but not picked up, the contractor will be required to submit said changes electronically to the permit tech. They will be required to submit a cover sheet stating the changes and to submit the complete revised plans with clouded changes for clear identification. The project will be placed on hold preventing permit issuance and/or inspections to commence until changes are reviewed and stamped by Plan Reviewer. Lead-time for reviewing changes will depend on current Plan Reviewer work load and will be worked in at their earliest convenience, customers are usually quoted 1-2 weeks. Plan Reviewer will attach revisions to the Meritage file, preferably deleting the old plans. Plan Reviewer will then notify Permit Tech that permit has been taken off hold and contractor can pick up permit, at which point applicant will be advised permit can be obtained. This will require an additional plan review fee, administrative fees and any increase in construction cost valuation.
- **Request to amend a project after the permit has been issued (FIELD REVISIONS) - NOT SIGNIFICANT:** If the field revisions are not significant, contractor can email revisions to the Permit Tech and/or Plan Reviewer. They will be required to submit a cover sheet stating the changes and to submit the revised pages only with clouded changes for clear identification. The project will be placed on hold preventing inspections to commence until changes are reviewed and stamped by Plan Reviewer. Lead-time for reviewing changes will depend on current Plan Reviewer work load and will be worked in at their earliest convenience, customers are usually quoted 1-2 weeks. Plan Reviewer will attach revisions to the Meritage file. Plan Reviewer will then notify Permit Tech that permit has been taken off hold and can proceed with project. An additional administrative fee will be required.
- **Request to amend a project after the permit has been issued (FIELD REVISIONS) - SIGNIFICANT:** If the field revisions are significant, it may be deemed that a permit application will need to be completed stating new work to be performed. This will be considered an additional work permit. This will go in the Plan Review queue as a new submittal and will be reviewed in the order it was received. Once the Plan Reviewer is ready to issue the permit they will notify the Permit Tech that the permit is ready to be created. Permit will be issued as an additional work permit and normal permit issuance fees and Business License fees will apply for the additional work.
- **Change of Contractor - Prior to Issuance of Permit:** If a request has been made for change of contractor prior to permit issuance the request

must be made thru the Permit Tech. A letter releasing the original permit holder will need to be provided by property owner or the original applicant and a new application will need to be completed by the new applicant. The new Contractor LLR License status is reviewed by Permit Tech and updated in the Meritage permit file. It is required that the new applicant confirm in writing that no changes to the original plan set will be made. So long as there are no changes in the Building Code or plans, the permit will be issued to the new contractor/customer. If there will be changes in the plans refer to policy on amending a project after permit has been reviewed but not picked up. An additional administrative fee will be charged.

- **Change of Contractor - After Issuance of Permit:** If a request for change of contractor has been made on an active permit, the request must be made through the Permit Tech. A letter releasing the original permit holder will need to be provided by homeowner or original permit holder and a new application will need to be completed by the new applicant. New Contractor LLR License status is reviewed by Permit Tech. It is required that the new applicant confirm in writing that no changes to the original plan set will be made. So long as there are no changes in the Building Code or original Plan Set, the original permit will be voided and a new permit will be issued to the new applicant and all fees shall be waived with the exception of the administrative fees. Inspections that have passed or need correction will transfer to the new permit as well as all electronic plan submittals and paperwork. New subcontractor permits will be required under the new applicant's permit and all fees shall be waived with the exception of the issuing and filing fee.
- **Applications Received with TBD as Contractor:** We accept applications with Contractor as TBD as the job is still being bid. The application and review process is the same however permit release is withheld until we receive this information. It is requested that the selected contractor complete the application page to reflect the correct license and contact information and update the construction cost at this time. This application can be emailed to the Permit Tech.
- **Researching "Applied" Permits that are 6 months or older:** Applications for permits shall be deemed abandoned 180 days after date of filing unless pursued in good faith. The Permit Tech will be responsible for researching unclaimed permits that are in the "applied" status that have not been picked up and paid for within that time frame. Once the permit has been in the "applied" status for 6 months or greater, the Chief Building Official may void the permit, or extend it if more time is requested. Request for extensions must be made in writing to the Chief Building Official who has the authority to extend an abandoned permit for up to 180 days at a time. Extended permits will require an additional administrative fee.

- **Researching “Issued” Permits that are 6 months or older with no inspection activity:** Permits will expire after 180 days of no inspection activity. Permit Tech, under the direction of the Chief Building Official, will be responsible for researching issued permits that are in the expired status. It is the Chief Building Official’s discretion to extend an expired permit for up to 180 days at a time so long as no code change has taken place since the last inspection. Extended permits will require an additional administrative fee.
- **FOIA (Freedom of Information Act) requests for permits received electronically-** Electronic submittals will eventually eliminate the need for Town personnel to go to the storage facility to pull the original building file and will allow the clerks to print all supporting documentation associated with that permit right from the office. When a homeowner and/or contractor needs to review any part of an electronic submittal, a FOIA request form will be handled by the front office personnel and will be processed in the normal time frame that FOIA’s are researched unless time allows for earlier review. Applicable fees will still apply for time allotted to research time and number of pages printed.