



Town of Fort Mill Policies and Procedures (Building Inspection Division)

Effective Date: 3-1-2020

RESIDENTIAL PLAN REVIEW CHECKLIST

Residential Plans will be Reviewed using the 2018 I-Codes and their Referenced Standards as Adopted by Town Ordinance

**Residential Plans cannot be processed for Review without all the items listed below.
Residential Plan Review Submittal Requires 1 – Digital Copy, 1 – Paper Copy**

- Residential Permit Application (Completed)
- Plot Plan (Current)
- Subcontractor List
- School Impact Receipt or Exempt Letter from the County (If New Home)
- ResCheck (2009 IECC) W/ Window and Door U-Value & Solar Heat Gain Coefficient
- HVAC Manuals (S, D & J)
- Complete Construction Plans (min. Scale ¼” per ft.) (Min. Sheet Size 11” X 17”) Complete Set – must include Footing/Foundation, Framing, Mechanical, Electrical, Plumbing, Elevations, Any/All Structural Details, etc...
- FYI- Duct Leakage Test will be require as part of the Final Inspection for the Certificate of Occupancy

These requirements will be for all new construction, whether it be for a new dwelling, new addition, basement upfits or a complete remodel, etc...

Please submit files as separate document (.PDF). This makes the files more manageable.
Digital files can be submitted Via upload of PDF, CD or Flash Drive.

Submittal Requirements: Residential Plan Review Requirements (Formatted July 1,2020)