



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

Effective Date: 3-1-2020

BASEMENT UPFIT 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)
- Subcontractor List
- Window and Door U-Value & Solar Heat Gain Coefficient (If adding new windows/doors)
- ResCheck (2009 IECC) (For any/all new conditioned square footage.)
- HVAC Systems: Manuals (S, D & J) (For new system) If using the existing system, a system certification letter must be provide by the Mechanical Contractor of record, showing the existing system can handle the new heating/cool load of the new square footage in this project.
- Complete Construction Plans (min. Scale 1/4" per ft.) (Min. Sheet Size 11" X 17") Complete Set – must include Framing, Mechanical, Electrical, Plumbing, Any/All new structural Details, etc...
- FYI- Duct Leakage Test will be required on all new duct 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: Items Needed For Basement Upfit Plan Review (Formatted July 1,2020)