



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

Effective Date: 7-1-2020

INTERIOR UP-FIT CHECKLIST

Please provide the following, when applicable:

1. Provide an overall floor plan that will identify your space in relation to other spaces, corridors, exits, etc. Give your space or suite number and last tenant, if known. If in multi-tenant building, provide overall floor plan for entire building and identify use of adjoining tenants.
2. Separate floor plan should be submitted showing floor area as it exists along with any portions that will be demolished. New floor plan should identify what is new and what is existing.

2. Provide the following information:

- Occupancy class
 - Square footage of space and total building
 - Type of construction
 - Identify if sprinkler system is present
 - Occupant load
3. Electrical plan showing receptacles, location of electrical meter, riser diagram, disconnecting means, etc.
 4. Tenant separation walls must be detailed with fire rating listed and method used to obtain such rating.
 5. Floor plan identifying all rated and non-rated partitions, corridors, door and other openings.
 6. Show all new plumbing with riser diagram. Restrooms, drinking fountains, or other elements when required to be handicapped accessible must comply with ANSI A117.1. 2003 standards with details shown on plans.
 7. Mechanical plans showing how the up-fit floor area will meet air movement requirements.
 8. Energy calculations and lighting power budget. (OTTV, COP, EER, Power Factor) per Model Energy Code for buildings 5000 sq/ft or greater.
 9. Window, door and hardware schedule.
 10. Interior finish schedule.
 11. Wall detail or framing information.

12. Any additions or modifications to the fire sprinkler system will require sprinkler plans to be submitted for review and approval. Contact Building Official for further information 803-547-2034.
13. SCDHEC approval for asbestos removal. Contact DHEC for details at (803) 734-4517.
14. Check SCDHEC requirements for food establishments and exhaust hoods at <http://www.scdhec.gov/health/envhlth/food-safety/index.htm>

Submittal Requirements: 2009 IECC Requirements (Formatted July 1,2020)

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