



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

Effective Date: 7-1-2020

MINIMUM STANDARDS FOR BUILDING PLANS:

The type and number of drawings will depend greatly upon the size, nature and complexity of the project. The following is recommended, but not a mandatory standard. Some building projects may not require all of the following components for plan submittal, review and permitting. All Plans should be to scale and Document size should be a minimum of 11" x 17" and a maximum of 30" x 42". **All Building plans should include a cover page.** Plans and specifications submitted to York County should be of sufficient clarity and should describe the project with appropriate emphasis on the following:

1. Structural integrity
2. Life safety
3. Handicap accessibility
4. Building, Electrical, Mechanical, and Plumbing Code compliance
5. Plans should have a clear definition of what the scope of work will be

Cover Sheet Details:

1. Project identification
2. Project address and location map
3. Listing of design professionals
4. The prime professional (that is the professional who is responsible for project coordination). All communications should be directed through this individual.
5. Design criteria list:
 - a) Occupancy group
 - b) Type construction
 - c) Location of property
 - d) Seismic zone
 - e) Square footage/allowable area
 - f) Fire sprinkler requirements (if any)
 - g) Height and number of stories
 - h) Occupant load
 - i) Electrical specifications
 - j) Mechanical specifications
 - k) Plumbing specifications

Site Plan: Indicate proposed new structure and any existing buildings or structures, property lines with dimensions, streets, easements and set-backs. Show water, sewer, and electrical points of connection, proposed service routes and existing utilities on the site.

Site Plan Continued:

Show required Handicap parking, drainage and grading information (with reference to finish floor and adjacent streets). Indicate drainage inflow and outflow locations and specify areas require to be maintained for drainage purposes. Show north arrow.

Foundation Plan:

Indicate foundations and footings. Indicate size, locations, thickness, material strength and reinforcement details. Show imbedded anchoring such as anchor bolts, hold-downs, and column base plates. Provide geotechnical criteria and assumptions used for foundation design.

P.O. BOX 159 • 200 TOM HALL STREET • FORT MILL, SC 29715
E-MAIL inpsections@fortmillsc.gov • TELEPHONE (803) 547-2034 • FAX (803) 547-2126

