

<p>Hakim Bayoud Director</p> <p>Lonnie Hamilton, III Public Services Building 4045 Bridge View Drive, Room A311 North Charleston, SC 29405-7464</p>	 <p>BUILDING INSPECTION SERVICES</p>	<p>Administration 843.202.6940 Fax: 843.202.6954</p> <p>Inspections and Contractor Licensing 843.202.6930 Fax: 843.202.6936</p>
--	--	---

Memorandum

TO : New Businesses

FROM : Building Inspection Services Director, Hakim Bayoud

DATE : November 21st, 2023

SUBJECT : Building Safety Inspection Procedures

Please be advised that the following process has been implemented:

Any new business moving into an existing space is required to submit a safety plan prepared by a Licensed South Carolina Design Professional for review to obtain a permit regardless of work being done to the building.

The plan should include the following, but not limited to:

- Safety components required by IBC & IFC- 2021. (i.e., exit signs, type of construction, emergency lighting, occupancy classification, occupant load calcs, travel distance, dead end, common path of egress, rated construction, fire rated separation, sprinkler or non, fire extinguishers...etc.)
- The square footage of the subject area
- The use of each space/room
- Exit doors and door schedule.
- Plumbing fixtures count
- Accessibility requirements by code.
- The drawing/plan must be sealed and signed by a Licensed SC Design Professional
- If there is a change of occupancy a full drawing/full permitting process required according to Code.

Thank you for your cooperation.

Hakim Bayoud
Director



Professionally We Serve, Personally We Care!

www.charlestoncounty.org

