

<p>Hakim Bayyoud 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>
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Memorandum

TO : New Businesses

FROM : Building Inspection Services Director, Hakim Bayyoud

DATE : October 20, 2020

SUBJECT : Building Safety Inspections

Please be advised that the following process has been implemented:

Any new business moving into an existing space is required to submit a basic floor plan for an over-the-counter review, regardless of work being done to the building.

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

- The overall area of the space
- Labels for any rooms and areas and their uses
- Exit doors, bathrooms, and life safety devices (i.e., exit signs and fire extinguishers)
- Anyone can draw the floor plan provided NO work/alterations are done and NO changing in occupancy occurs

This process is being implemented to improve efficiency and to ensure that all requirements are met prior to an inspection. Most applicants will request these inspections while applying for a permit and this should not impede the permitting process.

Thank you for your cooperation.

Hakim Bayyoud
Director



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