

# Building Inspections and Safety Division Plan Review

## Community Development

The Community Development Department's Building Inspections and Safety Division is responsible for reviewing building plans, issuing building permits, and performing building inspections throughout much of Lexington County. The commercial building plan review process is a methodical approach to ensure public safety and structural conformity to the International Building Codes. There are various steps that can be taken to ensure that commercial plan review and permitting is a smooth and timely process. Among those items are:

- **Complete permit application:** Complete both sides of the commercial building permit application. Frequently applications are submitted with the back side of the application not completed. This side of the application includes information regarding zoning, engineering, landscape, and DHEC permit numbers. It also includes the contractor's name, address, and license number. An incomplete permit application will greatly impede the review of commercial building plans.
- **Submit two (2) complete sets of plans:** Submit two (2) complete sets of building plans with your initial submittal to the Building Inspections and Safety Division. The submitted plans should show the full scope of work being performed and include a site plan, foundation plan, building plans, and mechanical, electrical and plumbing plans. All plans should be drawn to scale, include all dimensions, and have all areas labeled as to their intended use. Please note that you may submit building plans for review whenever they are ready to be reviewed, even if other permits (zoning permit, land disturbance permit, landscape permit, etc.) are not yet issued. Building plans will be reviewed and kept on file for up to six (6) months while the other approvals/permits are obtained.
- **Provide a complete submittal:** Submit all items requested. If you are not sure why a particular item is requested, ask the Building Inspections and Safety Division and they will gladly explain why it is needed.
- **Promptly submit revised plans when required:** If revised plans are required please address all items requested by the Building Inspections and Safety Division. For example, submitting revised plans that only address four (4) out of eight (8) requested items is the same as submitting incomplete plans. Likewise, there is no need to re-submit two full sets of plans if revisions only pertain to a few sheets of the previously submitted plan sets.
- **Follow-up on other required permits:** Stay in contact with all other agencies and County departments whose approvals and permits must be obtained before a building permit can be issued (i.e. Zoning, Fire, Stormwater Management, DHEC, etc.) and respond quickly to any revision requirements by those agencies and/or departments.

- **Be sure your building plans are sealed:** If the plans are required to be sealed by a licensed architect or engineer, please make sure that all plan sheets are signed. Additionally, make sure all plans listed on the cover sheet are included in the submittal.

If you have questions, please contact the Building Inspections and Safety Division via email at [BuildingInspections@lex-co.com](mailto:BuildingInspections@lex-co.com) or by calling (803) 785-8130.