



# City of Columbia DEVELOPMENT CENTER

1136 Washington Street  
Columbia, SC 29201  
Phone: 803.545.3483  
Fax: 803.733.8699

## SINGLE FAMILY/DUPLEX RENOVATION\*

### \* NO EXPANSION

- If project is in a **DESIGN OR HISTORIC DISTRICT (DD or DP)** – refer to information sheet for additional review requirements.
- If project is in **FLOODPLAIN OR FLOODWAY** – refer to information sheet concerning additional requirements.
- If project requires connection to or extension of City **WATER AND SEWER** lines, refer to information sheet concerning additional requirements.

For applications and further information please visit our website at:  
[www.columbiadevelopmentservices.net](http://www.columbiadevelopmentservices.net)

### SUBMITTAL REQUIREMENTS

#### Submit plans to: CITY OF COLUMBIA DEVELOPMENT CENTER

Below are the plans necessary for review of a Renovation to a Single Family Home or Duplex. Please note that incomplete plans will not be accepted for review. **ALL PLANS MUST BE TO SCALE.**

**RESIDENTIAL RENOVATION PERMIT APPLICATION: 1 copy**

**CONTRACT (VERIFICATION OF JOB COST): 1 copy**

**PLAN REVIEW FEE- \$25**

**BUILDING PLANS: 2 copies at 8 ½" x 11" minimum size - drawn to scale**

- Show existing conditions and new floor plan;
- Show use of all rooms;
- If new stair: Show stairway details including tread and riser dimensions, landing dimensions, handrail details;
- Electrical plan - show outlet locations and type (show which outlets will be GFCI) and light fixtures;
- Plumbing plan;
- If new windows or doors: Include door and window schedules indicating size, material, fire rating and hardware;
- Flood Plain- sign statement on application form, and if applicable, include statement indicating relationship of proposed construction to the 100-year floodplain.

**ENERGY EFFICIENCY COMPLIANCE – 1 copy**

- All projects will need to comply with the 2009 International Energy Code Sections which are referred to as the mandatory provisions and either: (A) the prescriptive approach; or (B) the performance approach.
- You may also demonstrate compliance by using REScheck software which can be found at the following website: [www.energycodes.gov/rescheck/](http://www.energycodes.gov/rescheck/)