



# City of Columbia DEVELOPMENT CENTER

1136 Washington Street  
Columbia, SC 29201  
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## MULTI-FAMILY RESIDENTIAL \*

*\*Projects that include five (5) or more separate dwelling units on a single lot. \**

- 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.columbiasc.net](http://www.columbiasc.net)**

### SUBMITTAL REQUIREMENTS

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

Below are the plans necessary for review of a Multi-Family Development. Please note that incomplete plans will not be accepted for review. **ALL PLANS MUST BE TO SCALE.**

**PLANNING COMMISSION SITE PLAN REVIEW REQUIRED** See commission site plan review handout for requirements. Below are listed the requirements after planning commission review.

**COMMERCIAL PERMIT APPLICATION: 1 copy**

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

**PLAN REVIEW FEE**

**SITE PLAN: 3 copies at 18" x 24" • Digital copy, if available**

- Name of development;
- Total Acreage;
- Address(es) (if not yet assigned – contact Engineering);
- Tax Map Sheet #s;
- Location of Lots and Outlots (Numbered and Area in Square Feet);
- Location of Buildings (including Setbacks from Property Lines and Distances between Other Proximate Buildings);
- Location and dimensions of Parking and Access/Driveways;
- List total number of parking spaces and number of HC accessible spaces;
- Calculation of total impervious surface on lot;
- Location of Rights-of-Way and/or Easements for Streets, Railroads, and Utility Lines Upon and Abutting Subject Property;
- Location of Streets, Alleys, Railroads, and Utility Lines Upon and Abutting Subject Property;

- Location of Lakes, Rivers, Streams, Swamps/Wetlands, Other Bodies of Water, and 100-year Floodplain and Floodway;
- Proposed names of streets with letter of approval from Richland County;
- Statement/Chart of the Intensity of Development (Number and Size of Dwelling Units by Unit Type for Residential and/or Gross Floor Area by Building and Use for Nonresidential);
- Topography by Contours (at Vertical Intervals of Not More Than 5 Feet);
- Stamp of Registered Surveyor, Engineer, and/or Architect;
- North Arrow, Scale (not less than 1 inch equals 20 feet), and Vicinity Map (at 1 inch equals 1,000 feet);
- Driveways adjacent to and across from development;
- Location of curb cuts;
- Dimensions and lane configuration of adjacent roadways;
- Location of Signage;
- Emergency access (if applicable);
- Location of Lighting and Light Fixture Cut Sheets;
- Location of fire hydrants, fire department access;
- Plat of survey.

**BUILDING PLANS: 2 copies at 18" x 24"**

- Dimensioned floor plans for all floors. Indicate room use;
  - Life safety floor plans indicating location of fire resistance rated construction;
  - Fire resistance design assembly information (i.e. UL or other number) details of fire stopping and draft stopping;
  - Electrical, mechanical, and plumbing layout, specifications and details. Include summary sheet or details for providing fresh air into buildings;
  - Building, electrical, mechanical, and water heater summary sheet(s) showing compliance with the state energy code or International Energy Conservation Code.
- Code Design Data
- |  |   |
|--|---|
| <input type="checkbox"/> Occupancy groups              | <input type="checkbox"/> Construction type(s)                     |
| <input type="checkbox"/> Height & area                 | <input type="checkbox"/> Occupancy loads                          |
| <input type="checkbox"/> Plumbing fixture count        | <input type="checkbox"/> Code and edition                         |
| <input type="checkbox"/> HC Parking space requirements | <input type="checkbox"/> Design wind speeds                       |
| <input type="checkbox"/> Ground snow load              | <input type="checkbox"/> Live loads                               |
| <input type="checkbox"/> Seismic design values         | <input type="checkbox"/> Special inspections statement per Ch. 17 |
- Stairway details including tread and riser dimensions, landing dimensions, handrail details;
  - Room finish schedule indicating wall and ceiling finish for all rooms, stairways, and corridors. Include flame spread ratings;
  - Door and window schedules indicating size, material, fire rating and hardware.
  - The location of all required or installed fire alarm pull stations, smoke detectors, sprinkler heads, standpipes, emergency lighting, exit signs, and fire extinguishers;
  - In structures with fire sprinklers, a Fire Sprinkler System Specification Sheet;
  - Resubmitted plans should have changes denoted by "clouds" or "bubbles" drawn around the area of change and changes numbered and dated under the revisions area of the sheet;
  - Provide a statement addressing the site relationship to any 100-year flood hazard area;
  - Statement indicating Special Inspections are or are not required and if so, which inspections are required and who will perform them;
  - Required architect/engineer's seals, signature and date on plans. Required where plans indicate an architect or engineer designed the plans which is required for any building over 5,000 sq. ft. (total of all floors), any building over 2 stories or any Group A, E, I, or H occupancy. Remember to seal and sign revised sheets.
  - Flood Plain- sign statement on application form, and if applicable, include statement indicating relationship of proposed construction to the 100-year floodplain

**LAND DISTURBANCE: 2 Copies at 24" x 36"**

- **SEE LAND DISTURBANCE HANDOUT FOR PLAN REQUIREMENTS**

**☐ FIRE SUPPRESSION: 2 copies at 18" x 24"**

**Fire Pumps/Standpipes/Smoke Control Systems/FM200 Systems**

Specification sheet(s) on any and all of these systems and their appurtenances

**☐ LANDSCAPE PLAN: 1 copy at 18" x 24" minimum**

- Location of all proposed improvements;
- Location of protected trees;
- Location of all preserved trees (labeled as such);
- Utility location;
- Location of any street trees;
- All new trees and shrubs;
- Plant list of all plantings indicating common & botanical names, quantity, caliper/height of trees & container size of shrubs;
- **NOTE:** this information may be provided on site plan if desired.

**☐ TREE PROTECTION: 1 copy at 18" x 24" minimum • *Required if protected trees on landscape plan***

- All trees identified to be preserved with tree protection detail and notes.
- **NOTE:** This may be shown on Landscape Plan or Site Plan;

**☐ TREE SURVEY: 1 copy at 18" x 24" minimum • *Check with Landscape Planner to determine requirements***

- Site plan with existing conditions locating all "protected trees" as defined by ordinance.
- **NOTE:** This may be shown on Site Plan or Landscape Plan.

**☐ WATER/SEWER CONNECTION or CONSTRUCTION PLAN: – See applicable handout**

**☐ DIGITAL PLANS and DIGITAL PLAN AUTHENTICATION AFFIDAVIT**

*Upon approval of Building Plans by Plans Examiner • See Digital Plan Requirements Checklist*