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Memorandum

TO : New Businesses
FROM : Building Inspection Services Director, Hakim Bayyoud
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 Bayyoud
Director



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