



BUILDING INTERIOR UP-FIT GUIDE

CURRENT CODE MATERIAL:

2015 International Building, Plumbing, Mechanical, Fuel and Gas, and Fire Codes (South Carolina versions), 2009 International Energy Conservation Code, 2009 International A117.1 Accessible and Usable Buildings and Facilities Code, and 2014 National Electrical Code

PLEASE PROVIDE THE FOLLOWING, WHEN APPLICABLE:

1. Occupancy class, square footage of space and total building, type of construction, identify if sprinkler system is present, and occupant load.
2. Provide an overall floor plan that will identify your space in relation to other spaces, corridors, exits, etc. Give your space or suite number and last tenant, if known. If in multi-tenant building, provide overall floor plan for entire building and identify use of adjoining tenants.
3. Separate floor plan should be submitted showing floor area as it exists along with any portions that will be demolished. New floor plan should identify what is new and existing.
4. Electrical plan showing receptacles, location of electrical meter, riser diagram, disconnecting means, etc.
5. Tenant separation walls must be detailed with fire rating listed and method used to obtain such rating.
6. Floor plan identifying all rated and non-rated partitions, corridors, door and other openings.
7. Show all new plumbing with riser diagram. Restrooms, drinking fountains, or other elements when required to be handicapped accessible must comply with ANSI A117.1. 2009 Standards, with details shown on plans. **Change of Use requires the submittal of Handicap Restrooms and Building Access plans in compliance with current code.**
8. Mechanical plans showing how the up-fit floor area will meet air movement requirements.
9. Energy calculations and lighting power budget. (OTTV, COP, EER, Power Factor) per Model Energy Code for buildings 5000 sq/ft or greater.
10. Window, door and hardware schedule.
11. Interior finish schedule.
12. Wall detail or framing information.
13. Any additions or modifications to the fire sprinkler system will require sprinkler plans to be submitted for review and approval. Contact York County Department of Fire Safety for further information 803-620-2270.

14. SCDHEC approval for asbestos removal. Contact DHEC for details at (803) 734-4517.
15. Check SCDHEC requirements for food establishments and exhaust hoods at <http://www.scdhec.gov/index.htm>
16. If fire suppression system is to be installed, a separate plan review and permit is required.
17. Show exit lights, emergency lights and smoke detectors, if required.
18. Fire alarm system, cooking equipment, etc. when required.
19. Signs and sign details. If signs will be installed, a separate plan review and permit is required.
20. Architectural and Engineered Plans may be required (see architectural law).
21. Providing the above information will expedite the plan review process.

CONTACTS:

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