

Commercial Building Checklist:

- Site Plan has been reviewed and approved by the City of Easley. Site Plan must be reviewed and approved before building plans may be submitted to the Planning & Development Office or mailed to England Enterprises, whichever of the two apply.
- Project Cost/Valuation: _____
- Existing building renovations and upfits. Submit building plans to the Planning & Development Department for review. Make check payable to City of Easley for \$ _____
- New buildings/additions less than 5000 sq. feet should be submitted to the Planning & Development Dept.
 the Review Fee is \$100.00 made payable to the City of Easley.
- New buildings and additions 5000 square feet or more should submit stamped drawings to England Enterprises with a form provided by the Planning & Development department.
- Permit Cost (determined from Building Valuation chart): _____
- EEI Charges (95%) _____ Plan Review Cost (1/2 permit fee) _____
- Name of Owner: _____ Phone Number: _____
Address: _____ Cell Number: _____
Fax Number: _____ E-Mail Address: _____
- Name of Engineer (if applicable): _____ Phone Number: _____
Address: _____ Cell Number: _____
Fax Number: _____ E-Mail Address: _____
License Number: _____ Name of Firm: _____
- Name of Architect (if applicable): _____ Phone Number: _____
Address: _____ Cell Number: _____
Fax Number: _____ E-Mail Address: _____
License Number: _____ Name of Firm: _____
- Name of General Contractor: _____ Phone Number: _____
Address: _____ Cell Number: _____
Fax Number: _____ E-Mail Address: _____ GC License #: _____
Name of Firm/Company: _____ City Business License #: _____
- Project Name: _____
Address: _____
- Name of Contact: _____ Phone Number: _____
Address: _____ Cell Number: _____
Fax Number: _____ E-Mail Address: _____
- Type of Building: _____ Is building sprinklered? Yes No
- Flood Zone in which Project property lies: A Zone V Zone None
- If building is sprinklered, (two) 2 Fire Protection Plans are needed. One set is reviewed by the local fire department and should be delivered to the Planning & Development department with the other documents; the other set should be sent to the State Fire Marshall. Please contact this department at (803) 896-9800 for more information regarding mailing your plans if the building is sprinklered.
- Is project property in the TIF District? Yes No
 Yes No If in TIF District, have plans been approved by the Architectural Review Board.
- Commerical Building permit
- Zoning & Setbacks reviewed
- City of Easley Zoning Ordinance
- Silt Fence information brochure. This information is needed any time that land is disturbed.
- Business License Inspection information and application, if applicable.
- Special Inspection Procedure IBC Chapter 17 2003 Edition
- Codes and Ordinances enforced by the City of Easley
- Alarm System Information and Permit which should be completed and returned with a check to the Easley Police Department
- Sign information and application, if applicable.