

### Commercial Alteration

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#### Permit Type(s) and Work Class(es)

“Building Commercial” - “Alteration”

#### Notes

- Commonly submitted as “Interior renovation” or “Interior/exterior renovation”
- If scope is for a new business, notify applicant to apply for a Business License and Certificate of Occupancy
- If there is a change in use, parking information will be required by Zoning to ensure the parking requirements are met. This may require a site plan and a parking analysis to show required and provided parking.

#### Required Sub Permits

- Electric (if in scope)
- Gas (if in scope)
- Mechanical (if in scope)
- Plumbing (if in scope)
- Fire Alarm (if in scope)
- Fire Sprinkler (if in Scope)
- Kitchen Suppression (if in scope)

#### Required Documents for Permit Application

- **No floor plan changes:**
  - City of Charleston [Commercial Alteration/Addition Application](#)
  - Itemized scope/contract (if scope is vague)
  - MEPG cut sheets if in scope
  - Photos of existing conditions
- **Non-Structural floor plan changes:**
  - City of Charleston [Commercial Alteration/Addition Application](#)
  - Drawings showing existing, demo, proposed floor plans
  - MEPG cut sheets if in scope
  - Photos of existing conditions
- **Structural floor plan changes:**
  - City of Charleston [Commercial Alteration/Addition Application](#)
  - Drawings showing existing, demo, proposed floor plans
  - Stamped and signed Engineering drawings showing structural changes (Engineer’s letter specifying changes may be acceptable)
  - MEPG cut sheets if in scope
  - Photos of existing conditions

**Applicable Fees**

- Building permit fees and Plan review fee per [Building and Trade Permit Fee Schedule](#)

**Required City of Charleston and South Carolina Licenses**

- Business License, City of Charleston
- Contractor License, South Carolina

**Required [R]/Optional City Division Reviews [O]**

- Building Inspections [R]
- BAR – if in designated district [O]
- DRB – if in designated district [O]
- Zoning [R]
- Fire Marshal [R]

**Required/Optional Field Inspections**

- INSP Commercial Building Footing (if necessary)
- INSP Commercial Building Foundation Wall (if necessary)
- INSP Commercial Building Sheathing (if necessary)
- INSP Commercial Building Strapping (if necessary)
- INSP Commercial Building Fireplace Rough (if necessary)
- INSP Commercial Building Electrical Rough (if necessary)
- INSP Commercial Building Gas Rough (if necessary)
- INSP Commercial Building Mechanical Rough (if necessary)
- INSP Commercial Building Plumbing Rough (if necessary)
- INSP Commercial Building Framing (if necessary)
- INSP Commercial Building Insulation (if necessary)
- INSP Commercial Building Electrical Final (if necessary)
- INSP Commercial Building Gas Final (if necessary)
- INSP Commercial Building Mechanical Final (if necessary)
- INSP Commercial Building Plumbing Final (if necessary)
- INSP Fire- Final
- INSP Commercial Building Final (if necessary)

**Required Non-City Approvals**

- Dominion (if necessary)
- Charleston Water (if necessary)

**Certificate of Construction Completion**

- Required