

# During Construction Checklist

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Items to work on during construction to prepare for the final.

At this point you have your grading permit and building permit and are working on your project. Use the [Commercial Inspection Checklist](#), [Infrastructure Construction Inspection Checklist](#) and [Fire Marshal Inspection Checklist](#) as a guide for any required inspections that need to be done.

If your project required any new **water, sewer, stormwater or roadway to be constructed**, the items below must be completed, approved and/or copies received by the City. All items should be submitted to [Kathy Paterniti](#) in the Infrastructure Division.

- Submit [As-built drawings/valve drawings](#) for review for private and public systems. See the [As-built checklist](#) for more information. Please note that the length of the as-built process can take up to 45 days to complete starting with the surveyor gathering data and drafting the drawings to the review by the City and the final approval to operate from SCDHEC. Be sure to get a head start on this process.
- Water/Sewer Requirements:**
  - 1. Complete the [Contractor Final Lien Waiver](#) form. The City needs to make sure that the contractor has been paid so that no liens will be placed on public infrastructure for non-payment.
  - 2. Transfer the warranty for sewer pump station equipment to the City if maintained by the City. Only required for sewer pump stations. The warranty for the equipment needs to be transferred to the City.
  - 3. Submit the Compaction Test Results for soil placed over any new utilities.
  - 4. Submit the water Bacteria Test (BacT) results current within the last 30 days.
  - 5. Submit the Sewer Air Test results.
  - 6. Complete all City infrastructure inspection approvals.

Once items 1-6 above are completed, the City will issue an **Operation and Maintenance Letter**. This letter must accompany your application to SCDHEC for your **Permit to Operate Water and/or Sewer**. The civil engineer should apply directly to SCDHEC for this. The City will need a copy of the approval. Once we receive the SCDHEC Permit to Operate we can install your water meters if your meter set fees and impact fees have been paid. Those fees are usually paid at the time the building permit is issued.

When tapping into an existing approved water or sewer line, the water meter will be set after the meter set fee has been paid. Allow 3 to 5 days for utility crews to install the meter. If you paid your fees in advance with the permit, please call and request the meter set when you are ready.

- Stormwater Requirements:**
  - Complete the [Permanent Maintenance Agreement](#) for detention ponds and/or underground systems. The City will record this form to show future land owners that stormwater facilities exist on the property and how they need to be maintained.
- Road Requirements:**
  - Complete the [Affidavit for Donor and Contractor of Newly Constructed Roads](#). The City needs to make sure that the contractor has been paid so that no liens will be placed on public infrastructure for non-payment.

A separate permit and/or plan review are required for the following items when the plans were not included with your building plans. Please make sure to submit any plans or permit applications that were deferred at the initial building plan submittal for review as these items can prevent your Certificate of Occupancy from being issued. These items should be submitted to [Cecilia Carey](#) at the Permit Application Center.

- [Interior upfit](#) of the building
- Fire Systems
  - [Fire sprinkler system](#) – New fire sprinkler system drawings must be submitted to the State Fire Marshal’s office as well as the City for review. The state will issue two approval letters: one for the Aboveground Piping and one for the Underground Piping. The aboveground piping submittal is usually done by the fire sprinkler system designer and the underground piping submittal is usually done by the civil engineer. We will need the approval letters before the Certificate of Occupancy can be issued.
  - [Fire alarm system](#)
  - [Automatic Fire Extinguishing System](#)
- [Exhaust hood](#)
- [Retaining wall](#)
- [Sign](#)
- [Fence](#)
- [Irrigation system](#)