



Child Care Facility Plan Submittal list

Full and total compliance with the latest consensus codes and standards is required on all projects. Plans and specifications submitted for examination by SCDSS Child Care Licensing, Fire & Health Safety Office may be sent to the address below and must contain the following information as applicable:

SCDSS Child Care Licensing
Fire and Health Safety
Attn: Kenneth Smith
1535 Confederate Ave
North Tower
Columbia, SC 29201

1. SC Registered Architect stamp as required by State Statute on all projects. Unstamped plans may be referred to the appropriate professional licensing board for action.
2. A code analysis section showing the basic code information required in order to verify code compliance (i.e. code edition(s) used, type(s) of construction, occupancy classification(s), etc.).
3. Plot plan showing dimensioned location of buildings to all property lines, all existing buildings on the property, fire department access, and fire hydrant location/s.
4. Complete building elevations.
5. Dimensioned floor plans for all floors indicating the use of each room, and the age of the children to be kept in each room {i.e. 30 months (2 ½ yrs.) old and younger, 3 – 4 yr. old, etc...}.
6. Sections and details of walls, foundations, floors and roof, including fire resistance design information (**new construction only**).
7. Structural plans showing size, location and type of all members, and fire resistance design information (**new construction only**).
8. Details of fire stopping and draft stopping.
9. Room schedule, indicating walls, ceiling and floor finishes for all rooms, stairways and corridors. Include flame spread ratings of all walls, ceilings and insulation. Also specify the critical radiant flux rating for carpeting.
10. Door schedule, indicating size (including thickness, material and fire rating, if required) and hardware for all doors.
11. Architectural specifications (may be a part of architectural plans).
12. Mechanical layout, specifications and details. Indicate on drawings the location of duct work, fire dampers, Heating/Ventilation/Air Conditioning (HVAC) units, and HVAC Fan shutdown specifications.
13. Electrical layout, specifications and details. Indicate on drawings the location of fire alarm pull stations, smoke detectors, horn/strobes, emergency lighting, illuminated exit signs, and fire extinguishers.
14. Stairway details including tread and riser dimension and/or ramp and slope information, landing dimensions, handrails details, and elevations.

Note:

1. **Sufficient information must be provided on submitted plans to show how compliance with code requirements will be obtained. Codes shall not be cited in whole or part as a substitute for providing specific information.**
2. **Omission of required information will delay the review process. Please ensure submitted plans fully address all applicable items.**
3. **Please provide cover letter with Full Physical Address for the facility, name and contact number for local Fire Jurisdiction serving the facility, and additional information that may be needed to indicate scope of the project.**