

## Online Resources

The following forms, applications, and requests can be accessed online. Submittals for Design Review and building permit applications are now electronic. To access the online forms, go to the Planning Department page on the Town website ([www.tompssc.com](http://www.tompssc.com)) and select the Commercial Approval Process page or the Applications & Forms page.

### Design Review

- Overview of the process
- Design Review guidelines
- Design Review application
- Preliminary checklist
- Final checklist
- Permit checklist

### Permitting

- Clearing & Grading permit application
- Permit application
- Fee schedule
- Inspection procedures

### Miscellaneous

- Request an address

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Mount Pleasant Waterworks also offers the following forms and documents on its website ([www.mountpleasantwaterworks.com](http://www.mountpleasantwaterworks.com)). To access these forms, choose the Developers section from the homepage.

- Guidelines
- Water & Wastewater specifications
- Letter of intent
- Rate schedule

## Contact Information

### Town Staff

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### Mount Pleasant Waterworks

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Town of Mount Pleasant  
Department of Planning and Development

## Commercial Projects Review



This guide is intended to provide a brief overview of the Commercial Approval Process. For additional information or to contact us choose from one of the following options:

Planning & Engineering 843-884-1229 <a href="mailto:planning@tompssc.com">planning@tompssc.com</a>
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Building Inspection 843-884-5184 <a href="mailto:building@tompssc.com">building@tompssc.com</a>
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Come see us at 100 Ann Edwards Lane.  
Office hours are Monday - Friday,  
8:00 am to 4:30 pm.  
[www.tompssc.com](http://www.tompssc.com)



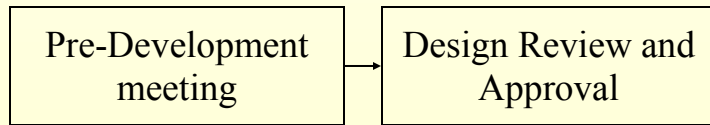
## Commercial Approval Process

In order to maintain the unique sense of place of Mount Pleasant, all new commercial construction, remodeling, and alteration activity must be approved through the commercial Design Review process. The Design Review process establishes a systematic and uniform review procedure for proposed construction based on established design review guidelines.

Upon approval through the Design Review process, plans can be submitted for permitting. Permit plans are reviewed by many entities including but not limited to the Building Inspection Division, Planning & Engineering Division, Fire Department, and Mount Pleasant Waterworks. A Commercial Projects Coordinator assists developers and contractors through the commercial approval and permitting process. Applicants are encouraged to contact the Commercial Projects Coordinator prior to making submittals.

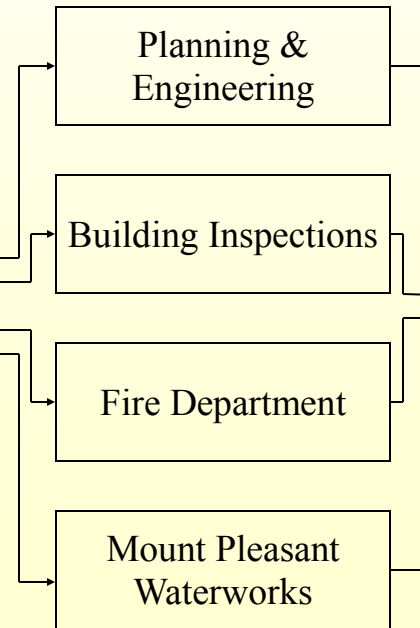


**Step 1: Pre-Development meeting and Design Review and Approval.** Prior to submitting for Design Review, applicants must meet with Planning Division staff. At this meeting, applicants will meet the Commercial Projects Coordinator and receive valuable feedback on their proposed project. Upon submitting for site and architecture design review and approval, your project will be reviewed for compliance with the Code of Ordinances. Once final approval is granted, it is valid for a period of two years.

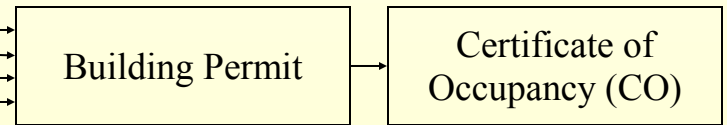


**Step 2: Civil Site Review.** Once Preliminary Design Review approval for a project has been granted, the project impacts are simultaneously reviewed for proper stormwater management controls, water quality, and overall general public safety. When the technical review is complete, a MS4 letter is provided which releases the NPDES permit for water quality and the developer may proceed with the installation of sediment and erosion control, tree protection, and other elements of site preparation. A Clearing and Grading Permit is issued by the Town upon a satisfactory inspection of site preparation.

### Permitting Review



**Step 3: Permitting Review.** After receiving Final Design Review approval, construction plans can be submitted. Plans must be submitted to both the Town and Mount Pleasant Waterworks. The Building Inspection Division reviews plans for compliance with the Building Code, and the Planning & Engineering Division will review for Design Review and Zoning Code compliance. Once approval of building plans has been granted, it is valid for a period of six months.



**Step 4: Construction and Certificate of Occupancy.** Once a building permit has been issued, building construction can begin. Building inspections will be conducted during different phases of construction. Seven to ten working days prior to the scheduled completion of the commercial structure, final CO inspections must be scheduled. This includes building, fire, site, design review, and Waterworks. A CO will not be issued until all final CO inspections have been completed.