



South Carolina Office of School Facilities Policy and Procedures Manual

Pursuant to Section 1.4 of the South Carolina School Facilities
Planning and Construction Guide

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State Superintendent of Education

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This is the second edition of the South Carolina Office of School Facilities Policy and Procedures Manual (Manual). This Manual is authorized by the South Carolina School Facilities Planning and Construction Guide (Guide) and is to be used in conjunction with the Guide, whose requirements are superior to those found in this Manual. This Manual contains the necessary administrative requirements to complement the standards and specifications published in the Guide. The Manual is designed as a separate document from the Guide to allow it to be updated more quickly than the Guide to provide better customer service.

Improvements to this Manual may occur at any time, so please be sure to check our website to ensure you are using the latest version at [School Planning & Building - South Carolina Department of Education](#)

Please submit comments by e-mail to the Office of School Facilities at:
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DIVISION 1: GENERAL REQUIREMENTS

Section 1.1 Acronyms and Definitions

AHJ Authority Having Jurisdiction

AOR Architect of Record

ASHRAE American Society of Heating, Refrigeration and Air Conditioning Engineers

Building Codes are a set of rules that specify the minimum acceptable level of safety for constructed objects such as building and nonbuilding structures as well as other manmade improvements. The applicable building codes for school construction in South Carolina are adopted from national consensus standards and are listed in the Guide.

CATE Career and Technology Education

Charter Schools are public schools and must comply with the requirements of this Manual. See SC Code §59-40-40(1) & (2) and SC Code §59-40-50(B)(1).

Code See Building Codes

Construction Documents consist of the final drawings, specifications, and bidding documents. See Section 2.5 [Construction Document Submittal].

Construction is the means of the creation of something new, rather than repair or improvement of something existing.

CM/PM Construction Management/Program Management

Design Development Phase is the preparation of detailed preliminary drawings along with supporting data. See Section 2.4 [Design Development Submittal].

District Delegated authorities of the applicable school district. This includes Charter School sponsors (SC Code §59-40-55).

EOR Engineer of Record

FEMA Federal Emergency Management Agency

FHBM Flood Hazard Boundary Maps

FIRM Flood Insurance Rate Maps

HVAC Heating, Ventilation and Air Conditioning system or equipment

ICC International Code Council

IEBC International Existing Building Code

IT Information Technology

NFIP National Flood Insurance Program

OSF Office of School Facilities, South Carolina Department of Education

Public School Building Under SC Code 59-23-210, et seq, the definition of Public School Building is a building in which the primary purpose is for K-12 in-person classroom instruction, state-funded full-day 4K (e.g., CERDEP), or other public school secondary in-person classroom instruction. See also SC Code § 10-5-270, which requires plans for elementary and secondary public school building(s) to be submitted to the SC Department of Education – Office of School Facilities.

Renovation is the means of the repair or improvement of something already existing (SC Attorney General Opinions, 1954 and 1968).

RFI Request for information

SC South Carolina

SCDA South Carolina Department of Agriculture [\[Click here\]](#)

SCDES South Carolina Department of Environmental Services [\[Click here\]](#)

SCDOT South Carolina Department of Transportation [\[Click here\]](#)

Schematic Design Phase is a study by the Design Professional of the project requirements, followed by the preparation of schematic design drawings with supporting data as outlined herein.

SCLLR South Carolina Department of Labor, Licensing, and Regulation [\[Click here\]](#)

Substantial Completion is the date all work or some designated portion, thereof, is certified (submission of completed OSF Form F4 or OSF Forms F4 and F9) by the Design Professional (AOR or EOR) as being sufficiently complete, in accordance with the contract documents, so that people may safely occupy the workspace or a designated portion, thereof, for the use for which it is intended.

UL Underwriters Laboratories, Incorporated

Unused Building is one that has fixtures and furniture but is not occupied.

Vacant Building is defined as any building or portion of a building owned by the school district that is no longer being used for the purpose for which it was intended and/or is vacant. A vacant building is one that has no fixtures, furniture, or occupants.

Section 1.2 Related Statutory Requirements

- A. The SC Code §59-23-210
- B. SC Code §10-5-270 (A)(2)
- C. South Carolina School Facilities Planning and Construction Guide, Current Edition

Section 1.3 Scope of OSF Responsibility

- A. The following are included within the requirements of this South Carolina Office of School Facilities Policy and Procedures Manual (Manual) and, therefore, are under the jurisdiction of the OSF regardless of the source of funding for the project:
1. Site inspections and approval prior to acquisition.
 2. All new structures, and additions and/or renovations or alterations to existing structures, in connection with the public education program in South Carolina, including student- related as well as non-student-related facilities.
 3. Existing public school buildings once vacant and being placed back in service.
 4. Any existing building to be converted to an educational occupancy.
 5. Adjunct work related to the following facilities whether included as a part of an overall construction contract or awarded as a separate contract, unless otherwise waived by OSF:
 - a) Site work and associated construction, including grading, paving, storm drainage, utilities, athletic facilities, stadiums, bleachers, press boxes, playing field lighting, and concession stands.
 - b) Water supply and sewage disposal systems.
 - c) Fixed equipment where plumbing, mechanical, or electrical systems, and/or the building structure must be modified such as security systems, technology systems and kitchen or science equipment.
 - d) Energy conservation equipment installations under energy savings contract when mechanical, electrical, and/or structural modifications are involved.
 - e) Roofing projects when the membrane material is changed.
- B. The following are not included within the requirements of this Manual:
1. Carpet, curtains, furniture, and portable equipment (such as classroom and library furnishings, vocational shop equipment, etc.) not provided as a part of a construction or renovation project are excluded from the requirements of this Manual. The district is responsible for ensuring that all carpet, curtains, furniture, and portable equipment meet the building code requirements for smoke development, flammability, and flame spread for the location. The OSF is available to answer any questions the district or their vendors may have to determine material suitability.

- C. The OSF will conduct a review of plans for compliance with applicable building codes and regulatory or statutory requirements. The review of building code and regulatory or statutory requirements by the OSF must not relieve the design professional representing the district from code omissions as interpreted by the OSF.
 - 1. Plan reviews may be done virtually or in person on a personal basis with the design professional, and the district representatives.
 - 2. After completing the review of design development drawings, written authorization will be given by the OSF (Portal notification) to the design professional and the district and copied to the district to proceed into the construction documents phase. The design professional assumes responsibility for any changes required if design proceeds without such authorization.

Section 1.4 Scope of District Responsibility

- A. The district is responsible for the procurement of design, construction, and inspection services in accordance with its internal regulations.
- B. The district is responsible for the review and approval of program, budget, schedule, plans, and specifications to ensure the project meets the design and programmatic intent established by the district.
- C. The district is responsible for the coordination of work contracted directly with the district such as furniture, road improvements, utility relocation, IT, telephone, and security systems. All work contracted by the district must meet the requirements established by the Manual and may require review and approval by the OSF.
- D. The district is responsible for the application and cost of permits as required by State and Federal laws and regulations. Refer to Section 1.8 [Permits] for additional guidance.
- E. The district is responsible for ensuring that all asbestos and hazardous material testing is performed, and abatement is completed, prior to the start of any work.
- F. The district is responsible for establishing requirements for record documents, operation and maintenance manuals, and training at the completion of a project and ensuring that the design professional includes those requirements in the contract documents.
- G. The district is responsible for all operational plans to be utilized such as fire safety and evacuation, full and modified lockdown, and shelter in place. The plans should cover both hazardous weather as well as situations concerning safety and security.
- H. The district is responsible for ensuring existing fire and life safety systems are maintained to support testing of the system and equipment prior to the OSF inspection.
- I. The district is responsible for creating new projects in the OSF Portal and ensuring complete and accurate information.
- J. The district is responsible for maintaining the District Contact information in the OSF Portal.

Section 1.5 Scope of Design Professional Responsibility

- A. **Design Professionals:** There must be a design professional whose responsibility is to coordinate all design requirements (Schematic Design, Design Development, Construction Documents, Bid Documents, Record Documentation, OSF project closeout, and district project closeout) throughout the entire construction project. In addition, to assurance of obtaining the required OSF School Building Permit (SBP) and the Certificate of Approval (CA) for occupancy approval. This professional must be an architect (AOR) and/or engineer (EOR) registered to practice in South Carolina and must be designated as the primary contact for the OSF.
1. In certain types of projects, the principal design professional may be an engineer rather than an architect. For such projects, within the bounds of this Manual, where the term “architect” is used, it may refer instead to the principal design professional for the project.
 2. The Design Professional must coordinate requirements for record documents, operation and maintenance manuals, and training at the completion of a project for inclusion in the contract documents for the district.
- B. **Other Design Professionals:** Where the scope of a project is not architectural or engineering in nature, the services of a Design Professional are not required, and the basic services of other Design Professionals may be used. These professionals must be under direct contract with the district. The preceding applies to professionals, such as landscape architects, roofing consultants, and kitchen planners acting as independent practitioners whose credentials are recognized by the OSF.
- C. **Construction/Program Management (CM/PM):** Districts may employ a CM/PM as their agent. Contracts vary widely regarding CM/PM project responsibilities. Regardless of the defined contractual responsibilities, the CM/PM must be an architect or professional engineer registered in South Carolina or a South Carolina licensed general contractor (building classification) with a cost of work limitation not less than the construction cost of the project.
- D. **Incidental Work:** By joint resolutions of the South Carolina Architectural Registration Board and the Engineering Examiners’ Board, dated July 25, 1962, it is permissible for an architect to perform work in the field of engineering if it is incidental to his practice of architecture, if it is of a minor nature and if he is qualified to perform the work. Conversely, professional engineers may perform incidental work in the field of architecture under the same conditions.
- E. **Construction by a District:** A district may undertake small construction or renovation work using its own maintenance forces, or with vocational student or sub-contractor assistance. Note that under certain conditions licensure from the SC Contractors Licensing Board is required.

1. Drawings or a scope of work must be submitted, and prior approval obtained from the OSF.
2. Complete architectural and/or engineering services must be required unless otherwise waived by the OSF.

3. Third party inspections will be required for all work.
4. A district may engage in a contracting project up to \$350,000 for general contracting and \$125,000 for mechanical, plumbing, or electrical contracting, and \$5,000 for asphalt paving contracting. The district must employ a certified party qualified in the classification of work that is to be performed (SC Code §40-11-230 [[Click here to view](#)] and SC Code §40-11-360 (A)(8) [[Click here to view](#)]) and submit the name of the party to the OSF for approval prior the start of construction. The certified party may be an employee of the district or contracted for the work.
5. The “cost of the work” must be determined by the cost of all materials, labor, subcontracts, and any other direct expenses. This estimated cost may be determined by a detailed estimate prepared by the district or may be estimated by the OSF based on current square foot cost of school construction, adjusted for any anticipated savings.

F. When Professional Services Are Not Required: The services of professionals and specialists mentioned in items preceding are not normally required in the following situations (exceptions are noted). It is incumbent upon the district to ascertain that the work complies with applicable codes when professional services are not used.

1. For very small projects or projects of sufficiently limited scope, if the OSF agrees that the scope of the project does not justify the use of such professionals or specialists mentioned above. In such cases, the district must submit prior written requests for a waiver; use the School Facilities Portal to request a waiver from the use of professional services.
2. For minor renovation or alteration work where building codes, laws, or regulations are not involved, or for work that is cosmetic in nature (painting, etc.), or for work which is of a routine maintenance nature.
3. Reroofing projects when no weight is added, the drainage does not change, and the roofing membrane remains essentially the same as the existing roof.
4. Professional services may not be required for demolition projects. However, surveys for hazardous materials are required before demolition and those surveys or mitigation may require professional services. Please contact the OSF and the SCDES if clarification is required.
5. For locker installations, the vendor must submit drawings and specifications to the OSF for approval prior to installation.
6. For auditorium seating or folding gymnasium seating installations, the successful bidder must submit drawings and specifications to the OSF for prior approval, along with certification by the manufacturer that all applicable code requirements have been met.

7. For prefabricated walks and canopies, or prefabricated spectator bleachers for outdoor athletic facilities, the successful bidder must submit drawings and specifications to the OSF for prior approval. Furthermore, a structural engineer registered to practice in South Carolina must be retained by the successful bidder to approve and stamp the drawings and specifications or Shop Drawings, and to certify by letter that all applicable code requirements have been met. The engineer may be in employment of the manufacturer of the units if they meet the above registration requirement.

Section 1.6 Inspections

- A. Required inspections must be performed by inspectors approved by the OSF in accordance with the required inspections prescribed in Chapter 1 of each of the applicable building codes adopted in the South Carolina School Facilities Planning and Construction Guide (Guide). These inspectors will be labeled in the Manual as Chapter 1 Inspectors.
- B. The scope of both (Chapter 1 and Chapter 17) SC Building Code required inspections must be determined by the design professional team in conjunction with the district and the OSF.
- C. The Inspector is responsible for inspecting work for compliance with the codes, standards, and regulations as represented on the construction documents.
- D. The Inspector must advise the owner, design professional, and the contractor of all code related deficiencies.
- E. The Inspector must submit periodic deficiency logs on a schedule specified by the OSF. These would include summaries for the above ceiling inspection(s) and for the substantially complete or final inspection.
- F. The OSF, as the State Superintendent of Education's designee, must make the final determination of any code interpretation.
- G. On a case-by-case basis, OSF may allow the Chapter 1 Inspector to conduct overhead and final inspections. OSF must review the Chapter 1 report to ensure all items are addressed and the OSF will have the final determination of occupancy.
- H. Preferred Chapter 1 Inspectors [\[Click here to view\]](#)
 - 1. The OSF has created and maintains a list of preferred third-party, licensed inspectors who are authorized to conduct all inspections, including the above ceiling and substantial completion / final inspections, without further OSF oversight. Upon final inspection approval from these preferred third-party inspectors, OSF will issue a Certificate of Approval in accordance with Section 2.8.G.
 - 2. To qualify for placement on the Preferred Chapter 1 Inspectors List, inspectors must meet and maintain all the following qualifications:
 - a) Active status on the OSF Approved Chapter 1 Inspectors List;
 - b) ICC certification as a Master Code Professional (MCP) and/or Certified Building Official (CBO); and
 - c) Licensure as a Building Codes Enforcement Officers by SCLLR / SC Building Codes Council.

3. A listing of individuals within the ICC and SCLLR databases who meet all the above requirements and qualify is published on the SCDE / OSF website located at Preferred Chapter 1 Inspector List. [\[Click here to view\]](#).
4. Individuals meeting all criteria in Section 1.6.H of this document who wish to be included on the Preferred Chapter 1 Inspectors List may contact the South Carolina Department of Education Office of School Facilities at schoolfacilities@ed.sc.gov or 803-734-4835.
5. Districts and schools may select Preferred Chapter 1 Inspectors from the list. Once the Chapter 1 Inspector has completed all required inspections, OSF Form F9 [Verification of Completed Inspections Form] shall be completed and uploaded to the School Facilities Portal by the AOR or EOR. Upon receipt of the OSF Form F4, OSF Form F9, and the OSFM Report, OSF will issue a Certificate of Approval within seven (7) business days. OSF Form F9 [Verification of Completed Inspections Form] shall indicate:
 - a) The project is substantially complete and meets all requirements as defined in the current Guide;
 - b) All major deficiencies have been resolved. This shall include all items pertaining to Fire Protection and Life Safety Systems;
 - c) The project is ready for a Certificate of Approval (CA) for occupancy; and
 - d) Names, Titles, and Signatures of the Design Professional and the Chapter 1 Inspector.

Section 1.7 Above Ceiling Mock-up Inspection Procedure

- A. When OSF conducts inspection of designated sections of facility projects for the Above Ceiling Inspection in lieu of inspecting the entire public school building. The intent of using sample / mock-up inspections for above ceiling inspections are as follows:
1. To improve the efficiency of the OSF inspections while ensuring compliance with Codes, Standards, and the Guide.
 2. To demonstrate / verify that the construction, installation, and work comply with the Codes, Standards, and the Guide, for the scope of the inspection.
 3. To allow the closure of concealed areas (above ceiling) after the Chapter 1 Inspector has verified compliance for the remaining similar areas without an additional OSF inspection during construction.
- B. **Design Professionals Responsibility:**
1. The Design Professional, either the Architect of Record or the Engineer of Record on the project, with assistance from the district, General Contractor, and OSF, must submit a sample / mock-up inspection area(s) plan based on the OSF approved construction drawings.
 2. Deficiencies identified in the sample / mock-up areas are assumed to exist throughout all areas associated with this inspection in the entire building(s). The Design Professional and the Chapter 1 inspector must verify that the General Contractor has corrected these deficiencies throughout the entire building.
 3. The Design Professionals shall review the Chapter 1 Inspection Report for the sample / mock-up areas. Once they approve this report:
 - a. The Design Professional (AOR or EOR) shall submit the Chapter 1 Inspection report to OSF.
 - b. The Design Professional (AOR or EOR) shall submit a letter to OSF indicating all deficiencies have been corrected and the concealed spaces can be closed.
- C. **OSF Responsibility:**
1. To ensure the sample / mock-up areas are in compliance with the currently adopted Codes, Standards, and the Guide.
 2. To provide guidance for the area(s) that are appropriate for the sample / mock-up concealed areas.
 3. OSF reserves the right during the final inspection to also inspect / re-inspect any concealed areas (above the ceiling) for the installation of systems and components that were not the subject of the sample / mock-up inspection, which primarily focused on the inspection of fire and smoke protection measures.

D. Important Notes:

1. The sample / mock-up areas will serve as an example for all construction trades to follow for the entire construction project. OSF may then re-inspect those areas during OSF's final inspection to ensure compliance throughout.
2. Any code or Guide violations / deficiencies, will be identified for correction, as indicated previously, and require re-inspection by the Chapter 1 Inspector, and subject to re- inspection by OSF during the final inspection.

E. OSF Requirements:

1. For this sample / mock-up inspection of the selected room(s) and/or space(s), all disciplines / trades must be completed; inspected by the Chapter 1 Inspector, and ready to be closed without any additional work being performed above the ceiling.
2. All applicable Chapter 1 above the ceiling inspections related to fire and smoke protection features must have been completed for the subject areas of inspection prior to requesting the OSF inspection. This includes, but not limited to, sprayed fire-resistant materials, mastic and intumescent fire-resistant coatings, and fire-resistant penetrations and joints.
3. In accordance with the Policy & Procedures Manual, OSF must inspect the following areas above the ceiling prior to the closing of any rated construction and other concealed areas for inspection of fire and smoke protection measures:
 - a) One example of each type of room, corridor, or other space as indicated below, that contains fire and/or smoke protection features regulated by Chapter 7 of the applicable building code, and which requires inspection and approval prior to concealment to help ensure that the integrity of the passive fire and smoke protection features is not compromised by unprotected openings, joints, through-penetrations, etc.
 - b) Additional rooms or areas shall be added to ensure each applicable unique type of fire or smoke protection measure is represented during the OSF inspection. These shall include the following OSF recommended spaces, at a minimum:
 - (1) A typical classroom;
 - (2) One section / intersection of a corridor containing many trades above the ceiling;
 - (3) Kitchen Area; and,
 - (4) Other areas as requested / selected by the Design Professional or OSF [Auditorium, Gym, Press Box, Specialty Classroom (Science Lab, Culinary Arts, Special Education) etc.]

- c) Concealed areas subject to the sample / mock-up inspection and as related to all fire and smoke protection measures shall include a representation of the installation / construction of all applicable types of fire and smoke protection measures present within concealed areas for the project's scope to allow verification of applicable IBC Chapter 7 requirements. Examples of these concealed areas consist of, but are not limited to, the following:
- (1) Fire Rated Construction (Fire Walls, Fire Barriers, Fire Partitions & Horizontal Assemblies)
 - (2) Firewalls / rated partition with opening protectives (fire / smoke or combination dampers)
 - (3) Fire Dampers, Smoke Dampers, combination Fire/Smoke Dampers (retaining angles, break-away connections, readily accessible Access Panels/Doors)
 - (4) Fire Sprinkler System (sprinkler heads, length, and radii of flexible piping, restrain and bracing of branches and main riser, penetration through walls and partitions, hangers, and seismic restraints, four-way bracing, etc.)
 - (5) Fire Alarm System (devices, raceways, connections and supports)
 - (6) Other installations, as they may directly or indirectly relate to the inspection of fire and smoke protection measures, may also be subject to the inspection in the identified sample / mock-up areas, consisting of, but not limited to, the following:
 - (a) Ceiling Grid Installation;
 - (b) Light Fixtures Installation;
 - (c) HVAC Supply / Return Diffusers and HVAC VAV (Variable Air Volume) boxes;
 - (d) Structural components (roof or floor deck penetrations, beam connections, beam perforations, web-joist, spacing and elements); and,
 - (e) Roof drain penetrating the roof deck or floor deck. Any/all roof decks and floor decks penetrations above the ceiling.

Section 1.8 Permits

- A. The design professionals must be responsible for obtaining all Design and Construction Related Permits and Approvals. Status of such permits and approvals must be submitted / uploaded to the OSF Portal along with final review of Construction Documents (CDs).
- B. Copies of all Design and Construction Related Permits and Approvals shall be submitted / uploaded to the OSF Portal for OSF Project Closeout, per Section 2.8.H.
- C. The district must comply with local zoning ordinances.
- D. The contractor is not required to purchase a Building Permit from the local building official for general construction, as district projects are exempt from this requirement by SC Code §6-9-110 [\[Click here to view\]](#). However, there are various Federal, State, and Local permits and approvals that may be applicable and must be obtained in addition to those from OSF.
- E. Permits and approvals required by South Carolina state laws and regulations include, but are not limited to, those listed in OSF Form F8 [Design and Construction Related Permits and Approvals Form]. [\[Click here to view\]](#) Permits and approvals required by Federal laws and regulations have not been included in this form; however, the district must comply with requirements of federal agencies (e.g., US Environmental Protection Agency, US Army Corps of Engineers, US Department of Agriculture) whenever required by law.
- F. The “State of South Carolina Building Standards in Flood Plain Areas” requires compliance with the criteria set forth in Sections 60.3 and 60.5 of Title 44, Code of Federal Regulations available from the State Coordinator’s NFIP. Flood hazard areas are those identified by FEMA on FIRMs or FHBM that are subject to inundation by a 100-year flood.
- G. All plans for new construction, substantial improvement, and other development in a flood hazard area (floodplain) must be submitted to the local authority responsible to obtain a permit to develop in a flood hazard area.
- H. A permit must be obtained and the OSF must be provided with a permit copy prior to advertising a project for bids.

Section 1.9 General Building, Material and System Requirements

A. Construction Coordination Plan for Work Performed in and adjacent to an Occupied Building:

1. The design professional in conjunction with district staff and, if applicable, the construction/program manager must develop a written and graphic plan to include the following:
 - a) Indicate separation and egress requirements of students, staff, and visitors while construction activities are in progress.
 - b) The plan must address:
 - (1) exit access;
 - (2) exit width;
 - (3) travel distance;
 - (4) building separation;
 - (5) site traffic circulation;
 - (6) fire department access roads; and,
 - (7) fire hydrant locations.

as code would require for the occupied portion of the project for each phase of construction.
2. This Construction Coordination Plan / Life Safety Plan during Construction plan must be submitted no later than the design development phase.
3. This approved plan must be made part of the construction documents.

Section 1.10 Board of Appeals

- A. In order to hear and decide appeals of orders, decisions or determinations made by the OSF, there must be established a board of appeals whose members are appointed by and serve at the pleasure of the SC State Superintendent of Education. Only decisions made by the OSF related to the application and interpretation of codes referenced in the Guide are subject to appeal under this Section. The OSF must establish procedures for conducting the board's business.
- B. An application for appeal must be based on a claim that the requirements of the referenced codes have been incorrectly interpreted, the provisions of the referenced codes do not fully apply, or an equally good or better form of construction is proposed. The board does not have the authority to waive requirements of the referenced codes or the Guide.
- C. The board of appeals must consist of members who are qualified by experience and training to pass on matters pertaining to building construction and are not employees of the SC Department of Education or a district.

Section 1.11 Procurement

- A. Procurement of professional design services, construction and goods and services is the responsibility of each district in accordance with their established procurement code. The OSF recognizes all procurement methods authorized and defined in SC Code §11-35-2910 [[Click here to view](#)] and §11-35-3005 [[Click here to view](#)]. If the district would propose a plan submittal and approval processes that differ from the procedures in the Manual, the district must coordinate new procedures prior to and bidding.
- B. Pre-qualification: Project delivery methodology may be subject to pre-qualification as prescribed by the district's procurement code.
- C. The requirements of this Manual, while written primarily for the single contract method of design-bid-build construction, must also apply to each contract of the multi-prime or fast track method except where otherwise waived by the OSF.
- D. The scope and schedule for a guaranteed energy savings contract must be coordinated with the OSF prior to signing of the contract. Heating, ventilating, or air conditioning system modifications or replacements, replacement or modification of lighting and/or electrical systems, energy recovery systems, and/or measures that are affected by any applicable codes, must be submitted as complete drawings and specifications with a professional seal of a Design Professional licensed to practice in South Carolina to the OSF for approval prior to installation of those measures. Drawings are not required if the scope of work is defined, in writing, by the approval of the OSF. Third party inspections are required for all applicable work. The OSF notification, inspection and acceptance of the work will be as outlined in the Manual.

Section 1.12 Process Sequencing

- A. **Special Note on Property Acquisitions:** For new properties, property acquisition approval must be completed, and the purchase or lease information must be provided to OSF prior to the submission of any projects associated with the property. In certain extenuating circumstances, OSF may allow project submission prior to the completion of the purchase information (e.g., if the property enters into a contract with delayed purchasing or lease).

Section 1.13 Waivers

- A. **SC Regulation 43-261** [\[Click here to view\]](#) provides that the State Board of Education may waive any regulation, which would impede the implementation of an approved District Strategic Plan or School Renewal Plan.
1. When a district's Strategic Plan is at variance with the requirements of the Manual, the district board or its designee must submit to the State Board of Education through the OSF a detailed description of the programmatic variance to include the requirement(s) at issue and the physical facility requirements necessary, as well as the educational requirement necessary to implement the district's Strategic Plan.
 2. The State Board of Education cannot waive requirements in referenced codes listed in the Guide.

Section 1.14 Use of Technology

- A. The OSF Director is authorized to allow OSF to utilize alternative electronic methods to improve the efficiency of OSF operations, as the Director deems appropriate. This may include, but not be limited to, remote virtual inspections, virtual meetings, virtual site visits, electronic forms, etcetera. This may also involve forms being replaced by equivalent electronic versions or software functions that collect the equivalent information in software [such as the School Facilities Portal].

DIVISION 2: DESIGN AND CONSTRUCTION PHASE REQUIREMENTS

Section 2.1 Notification, Plan Review and Approval

- A. **Require Plan Review and Approval:** South Carolina Code §59-23-210 indicates that all new structures, additions, renovations, and alterations made to public school buildings and property are within the authority of the OSF, as the designee of the State Superintendent of Education. A list of projects requiring OSF plan review and approval are provided in Appendix A [Projects Requiring OSF Plan Review and Approval].
- B. **Waived from Plan Review and Approval:** The types of school construction, improvement and innovation projects waived from plan review submission and OSF approval are provided in Appendix B [Projects Not Requiring OSF Plan Review and Approval]. Districts shall complete OSF Form F10 [Request for Waiver from OSF Plan Review Form] and upload to the School Facilities Portal.
- C. **Repairs:** The South Carolina Building Code defines repairs as the reconstruction, replacement, or renewal of any part of an existing building for the purpose of its maintenance or to correct damage. Application or notice to OSF is not required for repairs to structures, provided that such repairs do not include any of the following items:
 - 1. Repairs that would impact on the health and safety of students or the general public and include, but not limited to:
 - a) The cutting away of any wall, partition, or portion thereof.
 - b) The removal or cutting of any structural beam or load-bearing support.
 - c) The removal or change of any required means of egress or rearrangement of parts of a structure affecting the egress requirements.
 - d) Any addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, or electric wiring.
 - e) Mechanical or other work that affects public health or general safety.
- D. **Emergency Repairs:** Where equipment replacements and repairs must be performed in an emergency, the permit application shall be submitted within the next working business day to OSF.

E. Districts shall be responsible for:

1. Ensuring that any materials utilized meet any applicable building code requirements. For example, the district is responsible for ensuring that all carpets, curtains, furniture, and portable equipment meet the building code requirements for smoke development, flammability, and flame spread for the location.
2. Ascertaining that the work complies with applicable codes when professional services are not used.
3. Ensuring the project, as applicable to the scope of work, would still be subject to meeting all relevant building code (i.e., Chapter 33 – Safeguards During Construction), fire code, and ICC A117.1 accessibility requirements.

Exemptions from OSF required review and approval shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of current building codes, laws, and regulations.

F. **Level 1,2 and 3 Alterations**

1. OSF does not require plan review for Level 1 Alterations, unless those alterations relate to “fire and life safety standards or specifications,” including but not limited to door locks that prevent evacuation. Moreover, districts must ensure adherence to all accessibility provisions in Level 1 alterations.
2. OSF will only require plan review for Level 2 Alterations (as defined by the applicable building code) that involve structural members, fire and life safety, accessibility, HVAC, roofing, electrical panels, and any fire equipment (alarms, sprinklers, panels, etc.)
3. OSF must require plan review for all Level 3 Alterations, as required by code.
4. For alterations that do not require OSF involvement, districts must complete OSF Form F10 [Request for Waiver from OSF Plan Review Form] on the School Facilities Portal certifying compliance with all health, safety, fire, and laws and the SC Building Code.

Section 2.2 Non-Student Occupied Facilities

- A. OSF may not review plans or conduct inspections for structures that are not primarily occupied by students. This includes storage buildings and sheds, district office buildings, and the like. OSF has developed a working list of structures that qualify for this exemption. See the listing of projects qualifying for non-student exemptions in Appendix C [OSF Non- Student Occupied Facilities].
- B. Districts and Charter Schools would have the option to submit the construction plans for review and approval to either the OSF or request an exemption and allow the local county building officials to serve as the AHJ for these non-student occupied school facilities. To implement this process, districts must notify OSF in writing of their intention to pursue such a project. If OSF determines the project qualifies for this exemption, the Office of General Counsel will notify the district in writing that they are authorized, per SC Code Ann. § 6-9- 110 (a) (2), to proceed to work with local building code officials to conduct reviews and inspections and issue permits for these non-student structures. The following outlines the procedure for applying for this exemption.
 - 1. A formal request (i.e., official letter, on letterhead) signed by one or more appropriate officials [such as the School District Superintendent]. It should clearly indicate the subject construction is not intended for K-12 use (student occupancy). This letter must be submitted to the Director of the OSF, requesting the use of the local AHJ based on the proposed school project being one of the non-student facilities identified in Appendix C [OSF Non-Student Occupied Facilities].
 - 2. Two examples of the context of this letter are provided below:
 - a) This letter concerns the property, 1234 Education Way, purchased by the SC Department of Education located between ABC High School and 123 Middle School. We would like to utilize the existing structures at 1234 Education Way to house our Maintenance Department for the district. The structures located on the property will only be occupied by adults 18 and older. Students of the district will not be allowed in the structures for any purpose.
 - b) Columbia County School District would like to request the Columbia Bus Facility we are going to build for the Columbia bus lot be exempt from OSF review and instead be submitted to the local building code official. This facility will operate as a home base for our Columbia bus fleet. Since no students will be at this facility, it seems appropriate for this type of process.
 - 3. If the OSF Director concurs with the district's request for the specific project, the letter of exemption request would then be forwarded to SCDE's General Counsel for review and issuance of the Department's formal exemption approval letter. An example of this letter is provided in Appendix C [OSF Non-Student Occupied Facilities].

Section 2.3 Schematic Plan Submittal

- A. One set of schematic plans should be submitted for new facilities, major additions, and major renovations. Schematic plan review is optional but is encouraged for large and complex projects.
- B. **Site plan to include the following to the extent information is available:**
 - 1. North arrow
 - 2. Building outline(s)
 - 3. Property lines.
 - 4. Adjacent roadways
 - 5. Easements
 - 6. Encroachments
 - 7. Setbacks
 - 8. Parking areas
 - 9. Playing fields
 - 10. Existing Contours
 - 11. Adjacent structures and distance
 - 12. Other items defining the site such as hazards, wetlands, wooded areas, etcetera
- C. **Floorplans to include the following to the extent information is available:**
 - 1. Individual spaces with names indicating intended use.
 - 2. Egress paths with anticipated exit capacities and travel distances.
 - 3. Location of fire walls, occupancy separations, exit enclosures and horizontal exits.
- D. **Other information to be submitted:**
 - 1. OSF Form F3 [Building Code Analysis] with available information.
 - 2. OSF Form F6 [School Transportation Information Form] with available information.
 - 3. Any other information in narrative form describing program elements or design intent that will impact design solutions.

Section 2.4 Design Development Submittal

- A. One set of design development plans must be submitted for all projects.
- B. **Site plan at an appropriate scale to include the following:**
 - 1. North arrow
 - 2. Building(s)
 - 3. Actual property lines and any assumed for code analysis purposes
 - 4. Adjacent roadways with full width right of way information
 - 5. Easements
 - 6. Encroachments
 - 7. Setbacks
 - 8. Parking areas
 - 9. Playing fields
 - 10. Traffic routing for pedestrians, bicycles, vehicles, and buses
 - 11. Existing and proposed contours
 - 12. Adjacent structures and distance
 - 13. Utilities above and below ground including within road right of way
 - 14. Fire apparatus access
 - 15. Other items defining the site such as hazards, wetlands, wooded areas, etcetera
- C. **Drawings at an appropriate scale to include the following:**
 - 1. OSF Form F3 [Building Code Analysis].
 - 2. List of applicable permits per Section 1.8 [Permits].
 - 3. Overall plan at a smaller scale if scope of work cannot be shown entirely on one plan.
 - 4. If the project is a renovation or addition to an existing building, provide information for the existing building that would affect code considerations such as allowable building area, egress, plumbing fixture counts, etcetera.
 - 5. Construction Coordination Plan / Life Safety During Construction Plan per Section 1.9.
 - 6. Floorplans indicating names for individual spaces and intended use, grade classification, and occupancy load.
 - 7. Developed life safety plans with walls, floor, and roof rating delineated Egress Flow Patterns delineating cumulative occupant loads, egress routes with exit capacities, widths and

travel distances noted and areas of refuge identified. This Egress Flow Pattern Plan will serve as the base to generate the Evacuation Maps.

8. Location of fire walls, occupancy separations, exit enclosures, horizontal exits, smoke enclosures, and rated shaft locations.
9. Elevations and building sections detailed to describe the building.
10. Location of equipment and furnishings requiring utility connections or affecting egress.

D. Other information to be submitted:

1. Construction Coordination Plan per Section 1.9.A, as applicable.
2. OSF Form F6 [School Transportation Information Form] with available information.
3. Response to previous comments if reviewed.
4. Any other information in narrative or diagrammatic form describing program elements or design intent.

Section 2.5 Construction Document Submittal

- A. One set of district-approved construction document plans signed and sealed in accordance with state statutes and regulations must be submitted for all projects. Incomplete plans or specifications will not be reviewed until all information has been received.
- B. **Construction document submittal must include:**
 - 1. Complete plans including: all alternates; Construction Coordination Plan per Section 1.9.A; and SCDOT approved site plan per the Guide Section 2.2, as applicable.
 - 2. Complete specifications including front end and all technical specifications.
 - 3. ASHRAE 90.1 Envelope, HVAC and Lighting Compliance Sheets or Energy Model.
 - 4. Lighting Calculations for each space.
 - 5. Previously submitted information must be updated as required.
 - 6. OSF Form F8. Status updated on list of all applicable permits per Section 1.8 [Permits].
 - 7. Written responses to previous review comments, and/or Review Meeting Minutes.
- C. The OSF will issue a School Building Permit for plans reviewed for compliance with issues resolved from the plan review.
- D. The School Building Permit shall become invalid unless the work on the site authorized by such *permit* commences within 180 days after its issuance, or if the work authorized by such *permit* is suspended or abandoned for a period of 180 days after the time the work commenced. OSF may grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

Section 2.6 Bid Phase

- A. Projects cannot be advertised for bid until plans and specifications have been approved by the OSF.
- B. One set of bid documents sealed in accordance with state statutes and regulations must be submitted to the OSF.
- C. The design professional must submit a copy of all addenda to the OSF.
- D. The design professional must submit a status of all outstanding permits and approvals to the OSF.
- E. Any changes to documents previously reviewed and approved for permitting purposes must be resubmitted to the approving authority and the status of the resubmittal noted to the OSF.
- E. If advertising is delayed longer than six months after initial approval of construction documents by the OSF, the design professional must request in writing a new permission to advertise. The design professional must certify that no changes have been made to the original contract documents or must resubmit revised contract documents for review and approval.

Section 2.7 Plan Review Timelines

- A. Schematic Design (SD) is optional, utilized by districts to determine project feasibility before incurring the cost of developing full Design Documents (DDs). OSF will review and return SDs to design professionals within 20 calendar days. Since SDs are not always used, this is not included in the 90-day total timeline set forth below. However, when SDs are used, this will add 20 days to the 90-day timeline.
- B. Design Professionals must ensure that DDs are complete pursuant to the guidelines set forth in the Manual. Submission of incomplete DDs will protract the timeline outlined in this document.
 - 1. The day complete DDs are submitted to OSF is Day 1 of the timeline. By Day 5, OSF will verify that DDs are complete, and will return incomplete DDs to design professionals. OSF will then perform its review of DDs, noting all required revisions— including those needed for code compliance. By the close of Day 30, OSF will return marked-up DDs to Design Professionals to request revisions. OSF would not typically add additional revisions after Round One unless explicit code violations are discovered later in the process.
 - 2. To maintain the 90-day total timeline, districts are encouraged to ensure that their Design Professionals incorporate all revisions requested by OSF and submit Construction Documents (CDs) to OSF no later than day 60.
- C. OSF will verify that all its requested revisions of the DDs were incorporated into the CDs, and that all outside permits (e.g., SCDOT, SCDA, SCDES) are in place. Upon completion of this process, OSF will issue the district a School Building Permit by Day 90.
- D. This timeline reflects 30 days for OSF to conduct its original review of the Design Documents, 30 days for the district's design professional to incorporate OSF's revisions and submit Construction Documents, and 30 days for OSF to affirm those revisions in the Construction Documents and issue a School Building Permit. When Schematic Designs are submitted to OSF, 20 days are added to the timeline and OSF will issue a School Building Permit within 110 days. NOTE: This proposed timeline relies on timely submission of complete preliminary plans and subsequent revisions by districts.

Section 2.8 Construction Phase

- A. Any change order or change directive not limited to time must be submitted to the OSF by the design professional with a code impact statement prior to execution of the change order or change directive. Any changes to documents previously reviewed and approved for permitting purposes must be resubmitted to the approving authority and the status of the resubmittal noted to the OSF. Change orders and change directives having a code impact or a change in permit status requires OSF approval before execution.
- B. Any reply to a contractor's request for information that results in a corrective action, clarification or bulletin drawing not resulting in a change order but having a code impact must be submitted to the OSF prior to giving the contractor notice to proceed. Any changes to documents previously reviewed and approved for permitting purposes must be resubmitted to the approving authority and the status of the resubmittal noted to the OSF. Corrective action, clarification, or bulletin drawings having a code impact or a change in permit status require the OSF approval prior to giving the contractor notice to proceed.
- C. **Inspections During Construction:** The design professional must request an inspection by OSF prior to closing rated construction and other concealed areas for inspection of fire and smoke protection measures.
 - 1. Reference material to be available at the site must include:
 - a) Red lined drawings;
 - b) Change directives with supporting documentation;
 - c) Change Orders with supporting documentation;
 - d) RFI's with supporting documentation;
 - e) Bulletin drawings;
 - f) Reviewed submittals and shop drawings; and,
 - g) Current deficiency log with all applicable required and special inspection reports.
 - 2. The design professional must verify all work is complete and ready for inspection prior to notifying the OSF.
 - 3. The design professional must submit all applicable required and special inspection deficiency logs at least one business day prior to the inspection.
 - 4. Phased inspections for a large building can be scheduled. All work must be completed in each section before an inspection is made.
 - 5. The design professional and contractor are required to attend the inspection. The design professional must invite representatives for the district, the contract inspector, and the local fire department to attend the inspection.

D. Refer to Attachment E for OSFs Above Ceiling Inspection Procedure using Sample / Mock- up Areas

E. Fire Protection System Final Inspections

1. The Office of the State Fire Marshal has a contractual agreement with the OSF to conduct South Carolina Fire Code (SCFC) Chapter 5 and Chapter 9 inspections, as needed, for all newly constructed schools, additions, leases, and renovations. State Fire will ensure that the facility complies with all applicable SCFC Chapter 5 and Chapter 9 requirements and referenced standards in effect at the time of the inspection, as determined by State Fire and as adopted in accordance with South Carolina Code of Laws and promulgated regulations.
2. The Design Professional of Record or OSF will submit requests for inspection assistance via the State Fire Information Management System (IMS). State Fire will specify the documentation that is required at the time of inspection request based on the scope and type of project. State Fire will complete SCFC inspections on behalf of OSF and does not require OSF to be in attendance. All new facilities shall meet currently adopted codes, referenced standards, South Carolina Code of Laws, and Code of Regulations. Inspection reports will be provided to OSF, and the Design Professional of record and they will be made available in the IMS within one business day of inspection completion. The reports will be accessible to OSF through the IMS system.
3. Inspections are conducted and reports are issued based on SCFC and referenced standards, as determined by State Fire to OSF. Inspections are considered by State Fire to be consultative in nature, conducted by contractual agreement. OSF retains authority as the Authority Having Jurisdiction (AHJ). Reports issued by State Fire do not prohibit OSF from issuing a Certificate of Approval (to occupy) to any facility it deems acceptable to receive a Certificate of Approval (to occupy), regardless of noted code deficiencies.

F. **Substantial Completion:** The design professional must request an inspection by OSF when the contractor has reached substantial completion.

1. Reference material to be available at the site must include:
 - a) Red lined drawings;
 - b) Change directives with supporting documentation;
 - c) Change Orders with supporting documentation;
 - d) RFI's with supporting documentation;
 - e) Bulletin drawing;
 - f) Reviewed submittals and shop drawings; and
 - g) Current deficiency log with all applicable required and special inspection reports.

2. The design professional must verify the work is substantially complete and ready for inspection prior to notifying the OSF.
3. The following systems where applicable must be complete, and all certification testing completed, prior to notifying the OSF:
 - a) Elevators;
 - b) Potable water;
 - c) Sanitary sewer;
 - d) Septic tank and drain field system;
 - e) Fire Alarm;
 - f) Sprinkler Systems, Above Ground;
 - g) Sprinkler Systems, Below Ground; and,
 - h) Other fire suppression systems.
4. Inspections by specialty manufacturers for folding bleachers, communication systems, lightning protection systems, and other similar systems must be made before occupancy.
5. Inspections by SCDA for food service operations must be made before occupancy.
6. The design professional must submit a completed and certified OSF Form F4 [Certification of Readiness for OSF Occupancy Inspection Form] at least one business day prior to the inspection. The design professional must submit all applicable required and special inspection deficiency logs at least one business day prior to the inspection.
7. Phased inspections for large buildings can be scheduled. All work must be completed in each section before an inspection is made. Inspection of whole building systems such as the fire alarm system must be made after the entire system is complete and tested and ready for inspection.
8. The design professional, contractor and a representative of the State Fire Marshal's office are required to attend the inspection. Representative(s) for the district, the contract inspector and the local fire department must be invited to attend the inspection.
9. The OSF will ensure a written record of the inspection, and any deficiencies noted will be provided to or by the design professional to the School Facilities Portal. Significant deficiencies may require reinspection for approval.
10. If multiple occupancy inspections are required due to incomplete work or excessive deficiencies, the OSF reserves the right to charge the design professional, the construction/program manager, and/or the contractor for the cost of additional services, including time and mileage costs.

- G. **Certificate of Approval:** Per SC Code §59-23-220, the district must obtain a written Certificate of Approval from the OSF before occupancy of a school building is permitted. Before the Certificate can be issued, the following conditions must be met:
1. The design professional has verified the work is substantially complete.
 2. The OSF has inspected the work and concurs with the design professional that the work is substantially complete, and all life safety systems are operating as required by the code. Additionally, all areas of the building and site are free of any apparent life safety hazard and egress is not compromised.
 3. The design professional, district and the OSF have agreed to a date for project close out.
- H. **Project Closeout:** All outstanding documentation must be submitted to the OSF at project closeout.
1. All required permits and approvals, identified in the OSF Form F8, have been received, and copies have been transmitted / uploaded to the OSF Portal.
 2. The design professional has submitted certification that any remaining minor deficiencies not requiring the OSF reinspection are complete.

DIVISION 3: SPECIAL DESIGN REQUIREMENTS

Section 3.1 Security Door Hardware

- A. Security hardware for doors in addition to the lever entry sets used for door operation must be approved by the OSF prior to installation.

DIVISION 4: FIRE PROTECTION SYSTEMS

Section 4.1 Fire Protection Sprinkler System Requirements

- A. Building automatic sprinkler systems are to be submitted to the State Fire Marshal's Office for review and approval in accordance with the State Fire Marshal's Rules and Regulations.
- B. The Contractor, through the Engineer of Record, must provide the OSF with a copy of the underground fire sprinkler system drawings approved by the State Fire Marshal's office prior to the start of installation.
- C. The Contractor, through the Engineer of Record, must provide the OSF with a copy of the above ground fire sprinkler system shop drawings approved by the State Fire Marshal's office prior to the start of installation.
- D. All plans must be coordinated with and approved by the district prior to submittal. The district must approve the location of risers, valves, inspector's test discharge, and other components of the system that affect the operation of the building.

Section 4.2 Fire Protection Alarm System

- A. When a building is protected with a Remote Supervising Station Fire Alarm System, the district must develop and implement a plan for the OSF's approval to comply with the following:
 - 1. The district must always identify a minimum of two persons on duty at the supervising station. If the designated persons have other duties, those duties must be documented and approved by the OSF.
 - 2. The district must notify the OSF of any changes to the approved plan.
 - 3. A copy of the approved plan must be maintained with the annual fire alarm inspection and testing report.

DIVISION 5: PLUMBING

Section 5.1 General Requirements

- A. Other regulatory authorities may require permits or have requirements in addition to the ICC Codes and the Manual. Refer to Section 1.8 [Permits] for additional information and guidance.
- B. Fixtures: The requirements for Water Closets and Toilet Compartments for children's use shall apply to fixtures intended to serve children in first grade and younger. Urinals, if used in these rooms, shall be mounted with the top of the front rim at the same height as required for the water closet.

DIVISION 6: RELOCATABLE BUILDINGS

Section 6.1 General Requirements

- A. Relocatable buildings are structures and must comply with the same building codes, zoning ordinances and permitting required of a stick-built building.
- B. Districts must obtain written approval of the proposed structure prior to entering into a contract with a vendor for sale, lease, or erection of any relocatable building regardless of the source of funds used by the district. Request for approval shall be submitted in writing to OSF and shall include plans, specifications, and other pertinent data in sufficient detail for evaluation and approval by OSF.
- C. Districts proposing to have structures and/or foundation plans to be used as a district standard may apply for pre-approval. The district must identify the approved unit and foundation to be used along with the appropriate site plan for each subsequent project.
- D. Each unit shall have, permanently attached, a certification label as required by SC Code §23- 43-80 [[Click here to view](#)].
- E. Code required inspections during construction shall be provided by third party inspection providers in accordance with Section 1.6 [Inspections]. Foundations, steps, decks, and ramps (if required) shall be inspected by a Chapter 1 inspector. Seismic and wind tie downs shall be inspected by a properly qualified special inspector.

Section 6.2 New Relocatable Buildings

- A. All new relocatable buildings shall be designed and constructed in compliance with Sections 1.5 [Scope of Design Professional Responsibility], 1.6 [Inspections], 1.8 [Permits], and the Guide, in addition to the requirements in this Division.
- B. Plans, specifications, and other documents submitted for review shall have seals and registration number permanently affixed as required by law. Indicate scale on plan. If sealed plans are not required, a dimensional sketch may be submitted. Plans shall include at least:
 - 1. Pier location plans;
 - 2. Foundation and tie down plans;
 - 3. Site plans including boundaries and property lines, access, utilities, and adjacent structure(s);
 - 4. Building plans including floor, roof and structural plans;
 - 5. Toilet locations, travel distance, and fixture count if building facilities will be used;
 - 6. All Four Elevations;
 - 7. Wall Sections;
 - 8. Mechanical & Plumbing Plan;
 - 9. Electrical Plan;
 - 10. Specifications;
 - 11. Programmatic information such as the proposed use of the relocatable classroom unit(s), the grade level and number of students to be housed in each proposed unit, and the anticipated length of time the unit(s) will be used; and,
 - 12. Emergency and hazardous weather communication plan.

Section 6.3 Relocating Existing Relocatable Buildings

- A. Relocatable buildings may be moved and installed for use as allowed by this Manual and the IEBC. Any modifications for reuse must be made in accordance with the current code. Districts are advised to consult with a design professional for evaluation of the relocatable prior to starting work.
- B. All of the requirements of Section 6.1 [General Requirements] apply to relocated structures regardless of distance of relocation including all approvals and inspections.
- C. All new work, whether interior or exterior to the structure or on the site, must be furnished and installed in accordance with current applicable codes.

Section 6.4 District Construction

- A. A district may construct a relocatable building using its own maintenance forces, vocational students, and/or outside subcontractors. The district acting as its own contractor shall be permissible under certain conditions and shall comply with the requirements of the SC Contractor's Licensing Board.
 - 1. Prior approval shall first be obtained from OSF. Written request must include cost of the work, qualifications of all persons supervising the work and the third-party inspection plan.
 - 2. Complete architectural and/or engineering services must be provided.
- B. The district should consult legal counsel about contracts, bonds and insurance requirements for any subcontractors engaged as well as insurance requirements, use of student labor, and any other matters wherein liability could be incurred.
- C. All plans, specifications and construction shall comply with the requirements of the Manual.
- D. Construction may not start until plans and specifications have been approved by OSF.

DIVISION 7: List of Referenced OSF Forms (use latest on website)

- F3:** Building Code Analysis Form [[Click here to view](#)]
- F4:** Certification of Readiness for OSF Occupancy Inspection Form [[Click here to view](#)]
- F6:** School Transportation Information Form [[Click here to view](#)]
- F8:** Design and Construction Related Permits and Approvals Form [[Click here to view](#)]
- F9:** Verification of Completed Inspections Form [[Click here to view](#)]
- F10:** Request for Waiver from OSF Plan Review Form [[Click here to view](#)]

APPENDIX A: Projects Requiring OSF Plan Review and Approval

Note: These projects are not all inclusive and are subject to change by the Office of School Facilities (OSF).

- | | | | |
|----|--|----|---|
| 1 | Accessibility changes | 27 | New Schools |
| 2 | Administrative Offices (adjacent to student occupied facilities) | 28 | Outdoor Classrooms |
| 3 | Amphitheaters | 29 | Paint Booths |
| 4 | All New Construction, Additions, and Renovations / Alterations in connection with the public education program in South Carolina | 30 | Parent Drop Off and Bus Loops |
| 5 | Athletic Training Rooms | 31 | Parking Lots, Road Entrances, Car Stacking Loops |
| 6 | Auditoriums | 32 | Pavilions |
| 7 | Batting Cages | 33 | Performing Arts Centers |
| 8 | Bleachers (indoor or outdoor) | 34 | Playgrounds |
| 9 | Cafeteria | 35 | Portables |
| 10 | Canopy Additions | 36 | Press Boxes |
| 11 | Career and Technology Centers | 37 | Relocatable |
| 12 | CATE (Career and Technology Education) | 38 | Restroom Buildings |
| 13 | Concession Buildings | 39 | Roofing (repairs or replacements) |
| 14 | Door Replacements | 40 | Security Vestibules |
| 15 | Door Access Controls | 41 | Sheds (student use) |
| 16 | Dugouts | 42 | Signage, not identified by Appendix B |
| 17 | Dust collector exhaust systems (used by students) | 43 | Solar Panels |
| 18 | Enclosed outbuildings (for student learning) | 44 | Stadiums |
| 19 | Fencing | 45 | Storage Facilities (student use) or containing flammable / hazardous materials located with the building(s) |
| 20 | Field Lighting | 46 | Temporary Structures |
| 21 | Fire Apparatus Access Routes | 47 | Tents or Sunshades |
| 22 | Greenhouses (for student learning) | 48 | Ticketing Booths |
| 23 | Group Toilet Facilities | 49 | Weight Rooms |
| 24 | HVAC Systems / Equipment Replacement* (Is larger in size, capacity, weight, requires any roof / roof framing modifications, are tied to smoke duct detectors and/or CO detectors, has any ductwork that is being added, removed or in scope of work) | 50 | Welding equipment / Assoc. ventilation systems |
| 25 | Modular Classrooms | 51 | Window Replacements |
| 26 | Multipurpose Rooms | | |

*HVAC Systems / Equipment Replacement. Because of the complexity of many of these systems, it is recommended to consult first with OSF, to ensure code compliance.

APPENDIX B: Projects Not Requiring OSF Plan Review and Approval

Note: These projects are not all inclusive and are subject to change by OSF

- 1 Athletic Fields - Turf replacement only (No land disturbance work that could potentially impact underground utilities).
- 2 Electrical Repairs / Maintenance: Minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.
- 3 HVAC Systems / Equipment: Because of the complexity of many of these systems, it is recommended to consult first with OSF, to ensure code compliance. However, some examples of an allowed exemption from OSF review would be:
 - If the HVAC unit stops working and needs immediate repair (emergency repair). These would be reviewed on a case-by-case basis depending on the nature of the repair. Refer to Division 2, Section 2.1, Items C and D; and
 - Any maintenance, replacement of parts with the same type and specifications to keep the unit operating properly (not replacement of entire unit).
 - NOTE: Chapter 1 inspections (OSF approved Inspector) would be required on all OSF exempt (waived) HVAC projects to ensure compliance and warranty.
- 4 Nonfixed and movable cases, counters, and partitions not over 5 feet 9 inches (1753 mm) in height.
- 5 One-story detached accessory structures used as tool and storage sheds, playhouses, and similar uses, provided that the floor area is not greater than 120 square feet (11 m²), and not occupied by students.
- 6 Painting, papering, tiling, carpeting, cabinets, counter tops, and similar finish work (any alterations must meet code requirements including accessibility, and any demolition may require other permits such as regarding asbestos abatement, etc.).
- 7 Portable cooling units, evaporative coolers, ventilation equipment, or heating appliances (electric or gas).
- 8 Repaving or repairing only of existing parking lots, road entrances or exits, car stacking loops, car or bus drop offs, fire truck access (like for like).
- 9 Replacement of any part that does not alter its approval or make it unsafe.
- 10 Resurfacing Gym Flooring
- 11 Retaining Walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or IIIA liquids.

- 12 Self-contained refrigeration system containing 10 pounds (4.54 kg) or less of refrigerant and actuated by motors of 1 horsepower (746 W) or less.
- 13 Shade cloth structures constructed for nursery or agricultural purposes, not including service systems.
- 14 Sidewalks and driveways are not more than 30 inches (762 mm) above grade and not over any basement or story below and that are not part of an accessible route.
- 15 Signage including painted nonilluminated signs. temporary signs announcing the sale or rent of property, signs erected by transportation authorities, projecting signs not exceeding 2.5 square feet (0.23 m²), and the changing of moveable parts of an approved sign that is designed for such changes, or the repainting or repositioning of display matter shall not be deemed an alteration.
- 16 Steam, hot or chilled water piping within any heating or cooling equipment regulated by code. Storage facilities or sheds not attached to student occupied buildings and not occupied and/or will not contain flammable or hazardous materials.
- 17 Temporary electrical testing systems: For the installation of any temporary system required for the testing or servicing of electrical equipment or apparatus.
- 18 Temporary motion picture, television, and theater stage sets and scenery.
- 19 The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, provided that such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.
- 20 The stopping of leaks in drains, water, soil, waste or vent pipe; provided, however, that if any concealed trap, drainpipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work, and a permit shall be obtained, and inspection made as provided in the code.
- 21 Water tanks supported directly on grade if the capacity is not greater than 5,000 gallons (18 925 L) and the ratio of height to diameter or width is not greater than 2:1.
- 22 Window awnings in U occupancies, supported by an exterior wall that do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support.

APPENDIX C: OSF Non-Student Occupied Facilities

Projects Qualifying for the Non-Student Occupied Exemption (Reviewed by the Local Building Official)

- 1 Adult Education Facilities (those specifically operating after school hours in buildings not occupied by students)
- 2 Bus Transportation Facilities
- 3 Cellular Towers
- 4 District Administration Offices
- 5 District Emergency Management Centers
- 6 District IT and Maintenance Buildings
- 7 District Shop / Repair Buildings.
- 8 Sheds (used for storage) and Storage Facilities (non-student occupied)
- 9 Non-school daycare/Pre-K facilities

Example Formal Exemption Approval Letter

“We are in receipt of your request that local ordinances and regulation apply to the construction / installation of a _____ to be used as a _____. As you are aware, normally classroom buildings are reviewed, inspected, and/or approved by SCDE’s Office of School Facilities under SC Code § 59-23-210. However, SC Code § 6-9-110 addresses jurisdiction, ordinances, regulations, permits, licenses, and other devices utilized to enforce building standards. Subsection (A)(2) references the authority of the SCDE to review and approve certain district facilities. However, it also states that the SCDE “may direct that the local ordinance or regulation apply to a particular facility, project, or property.” Since the building in question is being used as __ space for District ___, and not being utilized for classroom instruction, the SCDE hereby approves your request and directs that the local ordinance or regulation apply to these specific facilities. The district should seek approval from the proper local authority for any review or approval that may be required. Please note that this only applies to the _____ referenced in your request. Should the District decide to repurpose the _____ in the future to include classroom instruction, the Superintendent of Education’s approval must be sought pursuant to SC Code § 59-23-210. If you have any questions, please do not hesitate to contact me directly.”