

## **Charter School Facilities Approval Process**

Effective January 1, 2012

All charter schools must plan facilities that meet all the requirements of the latest edition of the *South Carolina School Facilities Planning and Construction Guide (Guide)*. The OSF cannot waive requirements of building, fire or other applicable codes and regulations.

In accordance with state statute and regulation, all schools must contract with South Carolina licensed designed professionals to provide construction documents, code, zoning and land use analysis, transportation analysis and other professional services as needed. Additionally, accessory buildings considered Assembly Occupancies by the codes such as auditoriums and gymnasiums require the services of licensed design professionals.

The charter school is responsible for all roadway improvements required by the SCDOT including, but not limited to, road widening, intersection realignment, creation of turn lanes and signaling. Traffic studies at the expense of the school may be required to determine requirement and traffic improvements may extend to intersections beyond the actual school site. The charter school is responsible for any additional property and cost required for roadway improvements the property.

### **Submittal Process by the Architect:**

1. The architect shall submit plans in accordance with the process in the *Guide*.
2. All local ordinances and regulations including zoning ordinances must be met in addition to state regulations such as SCDHEC Food Services requirements. Approval of plans by permitting authority is required prior to final plan approval by the OSF. Consult the *Guide* for additional information on permitting.
3. Bidding cannot begin until the charter school has received final approval on the construction documents. This approval will serve as the building permit for the project.

### **Construction Process:**

1. All projects will require inspections by independent, third party vendors in addition to the inspections performed by the OSF. Consult the *Guide* for this procedure.
2. **Occupancy of the charter school cannot occur until OSF has issued a Certificate of Occupancy. This includes teachers setting up classrooms and student orientation.**

Questions and submissions to the OSF concerning charter schools should be directed to:

#### **Pat Hinson**

Office of School Facilities  
SC Department of Education  
1429 Senate Street, Suite 1114  
Columbia, SC 29204  
Tel: 803-734-4836  
Fax: 803-734-4857  
E-mail: [phinson@ed.sc.gov](mailto:phinson@ed.sc.gov)

## Form for Charter Facility Notification to the Office of School Facilities

*Please check ☒ all that apply.*

<input type="checkbox"/>	Initial Notification
<input type="checkbox"/>	Revised Notification
<input type="checkbox"/>	Other: _____

### CHARTER SCHOOL PROJECT

NAME OF CHARTER SCHOOL PROJECT	
NAME OF CHARTER SCHOOL APPLICANT	
NAME OF SPONSORING DISTRICT	
NAME OF CONTACT PERSON	
MAILING ADDRESS	
CITY/SC/ZIP CODE	
TELEPHONE NUMBER	
FAX NUMBER	
EMAIL ADDRESS	
PROPOSED DATE OF OCCUPANCY	
PROPOSED NUMBER OF STUDENTS	

### DESIGN PROFESSIONAL

NAME OF S.C. LICENSED DESIGN PROFESSIONAL	
FIRM	
MAILING ADDRESS	
CITY/SC/ZIP CODE	
TELEPHONE NUMBER	
FAX NUMBER	
EMAIL ADDRESS	

### BUILDING INFORMATION

STREET ADDRESS OF PROPOSED CHARTER SCHOOL	
CITY/SC/ZIP CODE	

### CHARTER SCHOOL FACILITY *(Please check ☒ building type)*

<input type="checkbox"/> EXISTING SCHOOL CONVERSION	<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> RENOVATION	<input type="checkbox"/> MODULAR UNITS
<input type="checkbox"/> RELOCATABLE UNITS			