

## How to Draw a Floor Plan – Required Documents

All Certificate of Occupancy (CO) applications require a floor plan. Please follow this guide to submit a complete floor plan with your CO application.

**Submit Floor Plan:** Attach an electronic floor plan in a .PDF format with your completed CO application. For questions, contact us at [permits@charleston-sc.gov](mailto:permits@charleston-sc.gov).

**Floor Plan:** Floor plans can be prepared by a building owner, tenant, or proprietor for all occupancies other than those occupancies listed below.

The following require signed & sealed plans by a licensed South Carolina design professional:

- **> 50 Occupants:** Spaces that will hold greater than 50 occupants.
- **Assemblies:** Restaurants, bars, and other social/civic/ or gathering spaces
- **Educational** (Grades K-12): Child daycare, tutoring centers, and schools
- **Institutional:** Hospitals, nursing homes, 24-hour adult/child custodial care
- **Hazardous:** Processing, generating, storing materials constituting a physical or health hazard
- **> 5,000 sq/ft:** Businesses located within a building over 5,000 sq/ft (*ex. office suite in an office building*)

**How to Create a Floor Plan:** For businesses that do not fall into any of the categories above, follow the floor plan example below. Draw a floor plan of the tenant space that your business is occupying and include the floor plan elements listed below.

**Floor Plan Elements:**

- Label rooms
- Indicate total sq/ft
- Indicate sq/ft of each room (*ex. Restroom is 5' x 5'*)
- Restrooms with plumbing fixtures (*toilets, urinals, sinks*)
- Obstructions (*tables, chairs, shelving, counters, etc.*)
- Exit doors (*directional swing*)
- Stairways

