



City of Columbia Development Center  
1136 Washington Street, 1st Floor, Columbia, SC 29201  
(803) 545-3420 • Email: [developmentcenter@columbiasc.net](mailto:developmentcenter@columbiasc.net)

## BEFORE YOU START

For applications and further information please visit our website at: [www.columbiasc.net](http://www.columbiasc.net)

Yes  No

Have you checked the **zoning** classification for the property...  
...to see if the use is permitted?  
...to check for setback and other requirements?  
...to see if it is located in a special district (such as an historic or design district)?

To determine the zoning of your property you may visit or call the Zoning Division at: Phone: 803-545-3333

Office: 1<sup>st</sup> Floor • 1136 Washington Street /Columbia, SC 29201

Internet: [www.columbiadevelopmentservices.net](http://www.columbiadevelopmentservices.net)

Yes  No

Is the property in a **flood plain**?

You may research whether your property is in a flood plain by contacting Ali Khan in Engineering at (803) 545-3400 or visit Room 608 at 1136 Washington Street. You may also research on the FEMA website located at:

<http://store.msc.fema.gov>. On this page click "Map Search" to find the address. Find instructions on using the Map Search function by clicking the "Documents Page" link in the first paragraph.

Yes  No

Is **water and sewer** available and adequate for your project?

The Engineering Administration Division staff provides information concerning water, sanitary sewer and storm drainage lines that are operated and maintained by the City of Columbia. City limits maps and other documents are also available for a minimal fee. You may contact this office at 803-545-3400.

Yes  No

Do you have the **address(es)** for the property?

An address is required in order to apply for a building or zoning permit. Please read the handout titled *Address Assignment* or call the Development Center for more information.

Yes  No

Have you read the **checklist** for your particular project type to determine the types of plans and information needed to apply for a permit?

Checklists are available at Development Center at the 1<sup>st</sup> Floor of 1136 Washington Street or on our website listed above.