

# Greenville County

## Building Safety Division

Greenville County Square 301 University Ridge, Suite 4100  
Greenville, SC 29601 - 3686  
864 - 467 - 7060

### Building / Zoning Feasibility Application Guidelines

This program provides a method for owners and potential tenants of buildings to meet with the Building Inspector at the proposed building location to discuss the suitability of the proposed use of the facility prior to securing a Change of Tenant or other Construction permit. This process will help identify any conflict with change of uses, differing commodities that will be stocked in the building and the overall general code compliance for the proposed occupancy.

1. **Tax Map No.** for the property. You must enter this number on both applications. This can be obtained from the owner of the property or the persons you are proposing to rent or lease the space from; or, through [Real Property Services](http://www.greenvillecounty.org/vrealpr24/clrealprop.asp) 864-467-7300; or by internet: [www.greenvillecounty.org/vrealpr24/clrealprop.asp](http://www.greenvillecounty.org/vrealpr24/clrealprop.asp) .
2. Submit a [Commercial Building Permit Application](#) and a [Zoning Application](#) .  
(Required with all Commercial Building Applications)
3. A [Storage Occupancy Submittal Supplement](#) shall be submitted with the two above applications for buildings or spaces in buildings used for storage.
4. Administrative internal building and zoning reviews will be performed to verify that the proposed use of the site and building occupancy classification is permitted at the proposed location.
5. The Building Inspector will contact the applicant and the Fire Marshal to arrange an on- site meeting to review the building and proposed use of the facility.

***This Application is for the express purpose of evaluating the structure and location for their intended use and feasibility as indicated on the Building / Zoning Application. No work shall commence until a Change of Tenant or other permit is obtained, as directed by the Chief Building Inspector. No occupancy or use of the structure is allowed until a Certificate of Use and Occupancy is issued.***

Additional plans may be required for ANY work such as walls, mechanical, plumbing, or electrical. You will be advised by the Chief Building Inspector who will be evaluating your facility.

\* Please be aware that there may be certain accessibility requirements for your business. Find the ADA guide at <http://www.ada.gov/smbusgd.pdf> .