

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 864-467-7300; or by internet: <https://www.greenvillecounty.org/disclaimer/PublicRecords.aspx?DirURL=RealProperty>.
2. Submit a [Feasibility Building / Zoning Permit Application](#). Two (2) signed copies of the [FES Customer Acknowledgement](#) is required.
3. A [Storage Occupancy Submittal Supplement](#) shall be submitted with the above application 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. Also verify any "Special Purpose" districts, if in an Airport Environs Zone it is necessary to submit [Airport Environs Area Application](#) to GSP. (address on form)
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 Feasibility 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 Feasibility 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>.

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Building / Zoning Feasibility Application Process

The following information will allow you to see the procedure that is followed from the time you drop off your permit to the time you are contacted for your inspection. This duration varies but typically takes approximately 5-10 business days.

1. See Building / Zoning Feasibility Application Guidelines and [Commercial Fee Schedule](#) these forms can be found on-line or in our lobby.
2. Complete all Applications, Submit and Pay for your Inspections in our lobby.
3. Your application will be routed to the Zoning Department for the Administrative Zoning Review. 864-467-7425

If your Permit is located in a Greenville-Spartanburg Airport Environ Area, a Proposed Land Use Review is required. This review must be approved prior to the start of the Administrative Zoning Review. See “Airport Environs Area Application”.

Scott C. Carr, Director of Properties and Development, Greenville-Spartanburg Airport District
864-848-6222 / SCarr@GSPAairport.com

4. When approved your application will be routed to the Building Department for the Administrative Building Review
5. When approved your application will be routed to the Feasibility Inspector for the Scheduling of Inspections.

Greenville County

Greenville County Square
 301 University Ridge, Suite 4100, Greenville SC 29601-3686
 Phone (864) 467-7060 Fax (864) 467-7407

FEASIBILITY BUILDING/ZONING APPLICATION (To obtain a Certificate of Occupancy)

Proposed Business Name:		Property Owner's Name:	
Exact Address of Property:		City:	State & Zip:
Business Park Name:	Lot/Unit/Space No.:	Tax Map No.:	
Use Group:	Construction Type:	Sprinkled: Y _____ N _____	
Building Gross Sq. Ft.:	Tenant Sq. Ft.:		
Proposed Tenant Use:			
Exact Directions to Property/Building:			
Permit Contact Name:		Phone:	
Permit Contact Email:			
Business Owner Contact:		Phone:	
Mailing Address:			
E-Mail Address:			

IF PROPERTY IS IN A ZONED AREA OF THE COUNTY,
ZONING WILL BE VERIFIED AND ALL REQUIREMENTS MUST COMPLY WITH THE ZONING ORDINANCE.

NO OCCUPANCY SHALL OCCUR PRIOR TO ISSUANCE OF THE CERTIFICATE OF OCCUPANCY

The applicant hereby certifies and agrees as follows: 1) That he/she is authorized to make this application; 2) That he/she has read the above information and it is true and correct; 3) That he/she will comply with all County of Greenville ordinances, laws and regulations, all State and Federal Laws and regulations regulating the use of land and structures and the construction of structures; 4) That he/she will perform only the work or occupy as outlined at the property indicated above; 5) That he/she grants the right of entry to the property to the Building Official or employees of the County of Greenville for the purpose of inspections, and posting of notices. If any of the information supplied by the owner and/or owner's agent is incorrect, the Permit/Certificate of Occupancy may be revoked.

This application shall not be construed as authority to violate, alter or set aside any of the provisions of the Building Code and any other applicable laws or ordinances, nor shall the issuance of a permit prevent the Building Official from requiring correction of errors in construction documents or of violations of the Building Code of the County of Greenville, South Carolina.

This Application is permission to proceed with the project in accordance with the Zoning Ordinance and shall not be construed as authority to violate, alter or set aside any of the provisions of the Building Code and any other applicable laws or ordinances, nor shall the issuance of this permit prevent the Building Official or Zoning Administrator from requiring correction of errors in project documents or of violations of the Building Code or Zoning Ordinance of the County of Greenville, South Carolina.

THIS APPLICATION WILL BE DEEMED TO HAVE BEEN INVALID 180 DAYS AFTER THE FILING DATE, UNLESS A PERMIT HAS BEEN ISSUED. PLANS WILL BE DISPOSED OF AND RE-SUBMITTAL WILL BE REQUIRED.

Any information and documents submitted to the County of Greenville, for the purpose of Construction Document review and approval, becomes subject to the South Carolina Freedom of Information Act (SC Code of Laws, 1976 as amended, Title 30, Chapter 4) and may be subject to public inspection and review.

DATE: _____ BY OWNER/AUTHORIZED AGENT: _____

DATE: _____ REVIEWED/APPROVED BY ZONING OFFICIAL: _____ **ZONING DISTRICT:** _____

DATE: _____ REVIEWED/APPROVED BY BUILDING OFFICIAL: _____

Permit No. _____ Cost of Permit: \$ _____

NOTES: _____

County of Greenville

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Greenville SC 29601- 3660
864 / 467 – 7060**

Building / Zoning Feasibility Customer Acknowledgement Form

No Occupancy or use of the structure is allowed until a Certificate of Use and Occupancy has been issued. Feasibility for Structure / Location may only be occupied / used for the approved use only.

The Building / Zoning Feasibility Permit / (Blue Permit Card) will be delivered by the Feasibility Inspector at the time of the initial inspection. The Feasibility Inspector will call to set up an inspection time after the internal process has been completed.

The following inspections shall be approved prior to occupancy.

BUILDING/ ZONING FINAL and LOCAL FIRE DEPARTMENT FINAL,

Once the above inspections have been completed, a Certificate of Occupancy will be mailed to the business address as shown on the application unless otherwise noted.

Signature _____ Date _____

Print Name _____

Office use only Permit Number _____

Storage Occupancy Submittal Supplement

Greenville County Codes Enforcement

Greenville County Square

301 University Ridge, Suite 4100

Greenville, SC 29601 - 3660

864/ 467 – 7060

Location Information:

Business name: _____

Business address: _____

Permit number (if known): _____

Provide storage arrangement information including:

Aisle widths: _____

Pile sizes (length, width, height): _____

Rack sizes (length, width, height): _____

Note: A scaled and dimensioned storage arrangement plan may be required by the Code Official or the Fire Marshal.

Provide a detailed list of commodities including:

Type of products: _____

Packaging of products: _____

MSDS as applicable: Attach all MSDS including a summary sheet categorizing the flammable, combustible, corrosives, and toxic materials. Include maximum anticipated quantities of each category.

This information will be used to determine Occupancy Classification, S-1, S-2, or Hazardous and if “high pile” storage requirements will apply to the building.

The applicant hereby certifies and agrees as follows: 1.) That he/she is authorized to make this application; 2.) That he/she has read the above information and it is true and correct; 3.) That he/she will comply with all County of Greenville ordinances, laws and regulations, all State and Federal Laws and regulations regulating the use of land and structures and the construction of structures; 4.) That he/she will perform only the work outlined above at the property indicated above; 5.) That he/she grant the right of entry to the property to the Building Official or employees of the County of Greenville for the purpose of inspections, and posting of notices. If any of the information supplied by the owner and/ or owner’s agent is incorrect, the permit may be revoked.

**No Occupancy of the Facility or Land shall occur prior to issuance of the
CERTIFICATE of OCCUPANCY**

Date

By Owner or Authorized Agent

Application Approval of the Code Enforcement Officer

This application will be considered to be abandoned 180 days after the filing date, unless a permit has been issued. Plans will be disposed of and re-submittal will be required.

Greenville-Spartanburg Airport Environs Area Proposed Land Use Application

(To be completed by property owner or authorized agent)
(Please print or type)

Date: _____

This Land Use is for: _____ New Construction
_____ Expansion or replacement of an existing building
_____ Change in use of an existing building

Name of Applicant: _____

Address of Applicant: _____

Contact Person: _____ Phone No. _____

Address of Property to be developed: _____

Tax Map No. _____ County: _____

Describe Proposed Land Use:

NAICS Classification of proposed use: _____

Maximum occupancy of building: Employees: _____ Customers: _____

Hours and days of operation: _____

Will there be any emissions? (smoke, light, electronic, water, outdoor lighting. Etc.) _____

If yes, please describe: _____

If applicable, describe any products or material that will be manufactured, stored at or transported to/from site: _____

Is the activity sensitive to noise? _____ Will it attract large numbers of people? _____

This Section for New Construction, Expansion or Replacement
(include site plan and elevations of building)

Size of Lot: _____ (acres/sq. ft.) Size of Structure _____ (sq. ft).

Elevation at highest point of structure : _____ (MSL)

Will noise abatement techniques be incorporated in construction:
_____?

Provide details of the abatement measures: _____

Describe type and location of any outdoor lighting: _____

Signature of Applicant or Agent: _____

**The determination of this Application will be based on guidelines of the Airport
Environs Ordinance, South Carolina Code Section 55-11-230 and Instructions
established by the Department of Defense pertaining to Accident Potential Zones.**

Please return this form by mail or fax to:

Scott C. Carr, A.A.E.

Director of Properties and Development
Greenville-Spartanburg Airport District

2000 GSP Drive, Suite 1

Greer, SC 29651

Phone: 864-848-6222

Fax: 864-848-6225

Email: scarr@gspairport.com

----- (Office use only) -----

Date Application received: _____, Application No. _____

Proposed use is in or forecast to be in _____ Ldn noise contour.

Is proposed use within the Accident Potential Zone? (APZ) _____

Does land use exceed 14 CFR Part 77 surfaces? _____

Could land use attract wildlife or birds? _____

The proposed facility does; _____ does not _____ constitute a compatible land use for the
following reasons. _____

Application: Approved: _ _____ Denied: _____ Date: _____