

Greenville County

Building Safety Division

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

Feasibility Permit Application Guidelines

Building and Zoning

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 signing a lease or securing other Construction permits. This process will help identify any conflict with change of uses, differing commodities that will be in the building and the overall general code compliance for the proposed occupancy.

1. Go to eTRAKit and Create an Account.
<https://grvlc-trk.aspgov.com/eTRAKiT/login.aspx?It=either&rd=~/PermitApplication/step1.aspx&activityNo=>
2. Apply for a Commercial Feasibility Permit, based on the sqft of the tenant space and use. **Include the actual address, including the unit / suite number in the notes.**
3. Upload a copy of the completed [Storage Occupancy Submittal Supplement](#) if Storage is part of the tenant space. Include Racking / Shelving Plans.
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” district requirements.
5. If the project is located in an Airport Environs Zone it is necessary to submit [Greenville-Spartanburg Airport Environs Area Proposed Land Use Application](#) to GSP. (address on form) and upload an approved copy at time of application.
6. 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 at time of application. No additional work shall commence until a Construction Permit is obtained as directed by the Feasibility Inspector. No occupancy or use of the structure is allowed until a Certificate of Occupancy is issued. Note: After a second “No Show” the project will be canceled and permit closed and a new application will be required to obtain an inspection.

Plans may be required for ANY work such as building, 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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Feasibility Permit Application Process

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

1. See Feasibility Permit Application Guidelines.
2. Log into eTRAKit, complete application process, include the **full address including suite / unit** number in the notes. Submit the application and make payment. If the inspection is not paid for the application will not be processed.
3. Your application will be routed to the Zoning Department for the Zoning Review.
Questions about Zoning Reviews: 864-467-7425

If your Permit is located in a Greenville-Spartanburg Airport Environ Area Proposed Land Use Review is required. This review must be approved and uploaded at the time you make application.

**The 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 an Administrative Building Review 864-467-7508
5. When approved your application will be routed to the Feasibility Inspector, for the Scheduling of Inspections.

Cliff Alexander ralexander@greenvillecounty.org 864-467-7508