

# Greenville County

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

## Townhouse Permitting Guidelines Requirements

(SCRC or IRC with SC State Modifications – three or more attached Units)

Submittal requirements to secure a permit for a Townhouse building:

1. Go to eTRAKit and Create an Account.

<https://grvlc-trk.aspgov.com/eTRAKIT/login.aspx?It=either&rd=~/PermitApplication/step1.aspx&activityNo=>

2. Tax Map No. can be obtained from the owner of the property, the landlord, or through Real Property Services 864-467-7300 or Internet; <https://www.greenvillegov.org/appsAS400/RealProperty/>

A separate address and tax map number is required for each individual Townhouse, the parcel shall include a front and rear yard per Greenville County Zoning Ordinance.

### 3. Permit Submittal Process:

1. A single structures worth of applications can be submitted per day per development. Incomplete / Incorrect submissions will result in delayed permitting per SCRC R105.3

2. Processing turn-a-round time: A minimum of 10 business days can be expected, this timeframe can be longer if volumes are at peak levels. Note that the timeframe will be longer if submissions are incomplete or inaccurate. Timeframes for resubmissions start as new.

3. Inspections shall be made per SCRC R109, any non-compliant construction shall be corrected per SCRC R109.4

4. All development infrastructure such as clubhouses, swimming pools, mail kiosks, garages, etc. shall be submitted as a Commercial Plan Review. Townhouses exceeding the limitations of the SCRC shall be deemed commercial and shall be submitted for Plan Review.

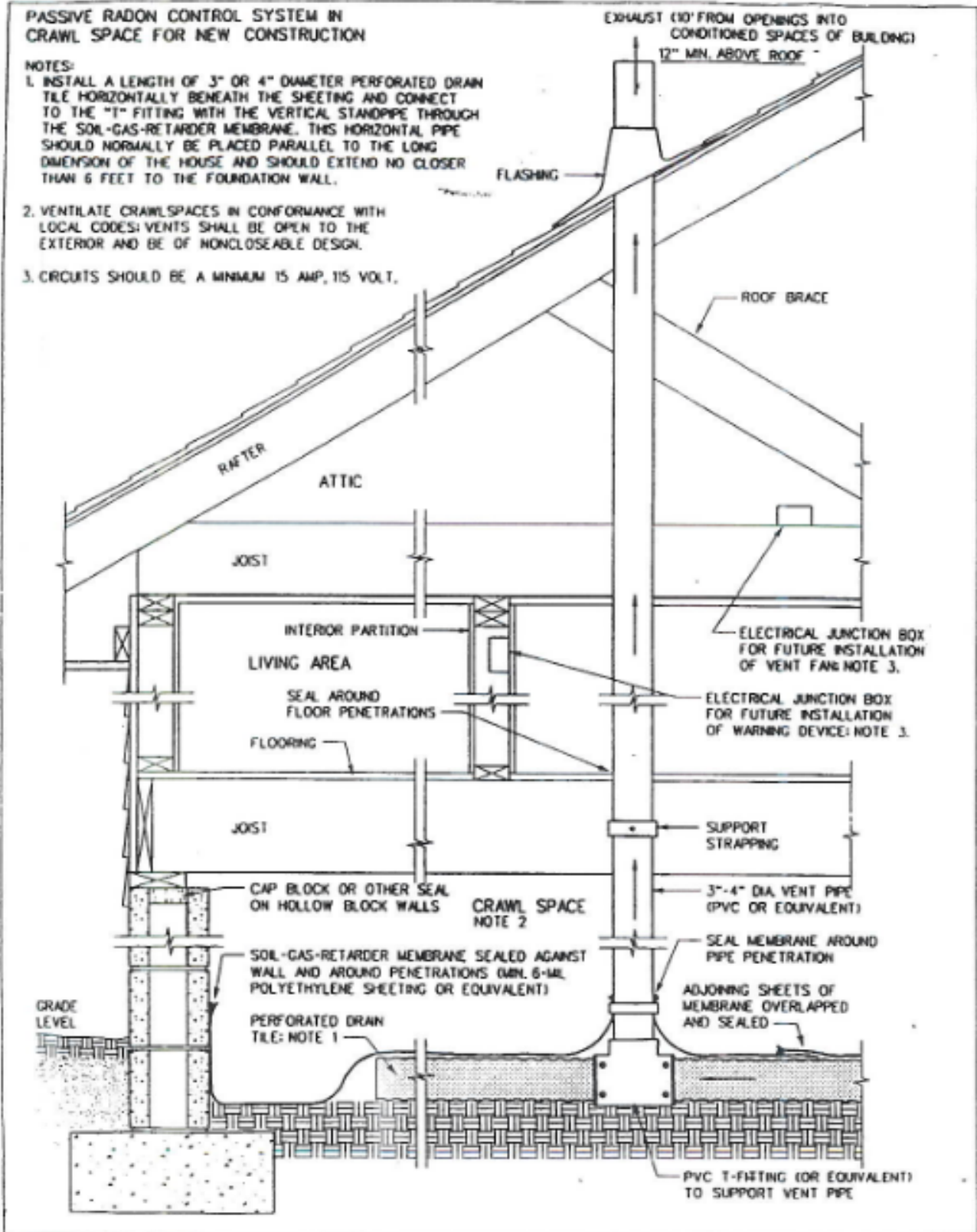
The above submittal requirements are intended to be all inclusive however based on the design of the buildings and units additional details, specifications or plans may be required at the discretion of the Building Official.

Plan Review is not required based on: SCRC Section R106.1 Exception. Design professionals are not required for SCRC/IRC designed Townhouses, however should documents be designed by such, those documents are to be sealed and signed per SC Architectural Registration Law SS 40-3-290 and SC Engineering Registration Law SS 40-22-280. A firm seal (COA) is also required if the title block includes a firm name.

**PASSIVE RADON CONTROL SYSTEM IN CRAWL SPACE FOR NEW CONSTRUCTION**

**NOTES:**

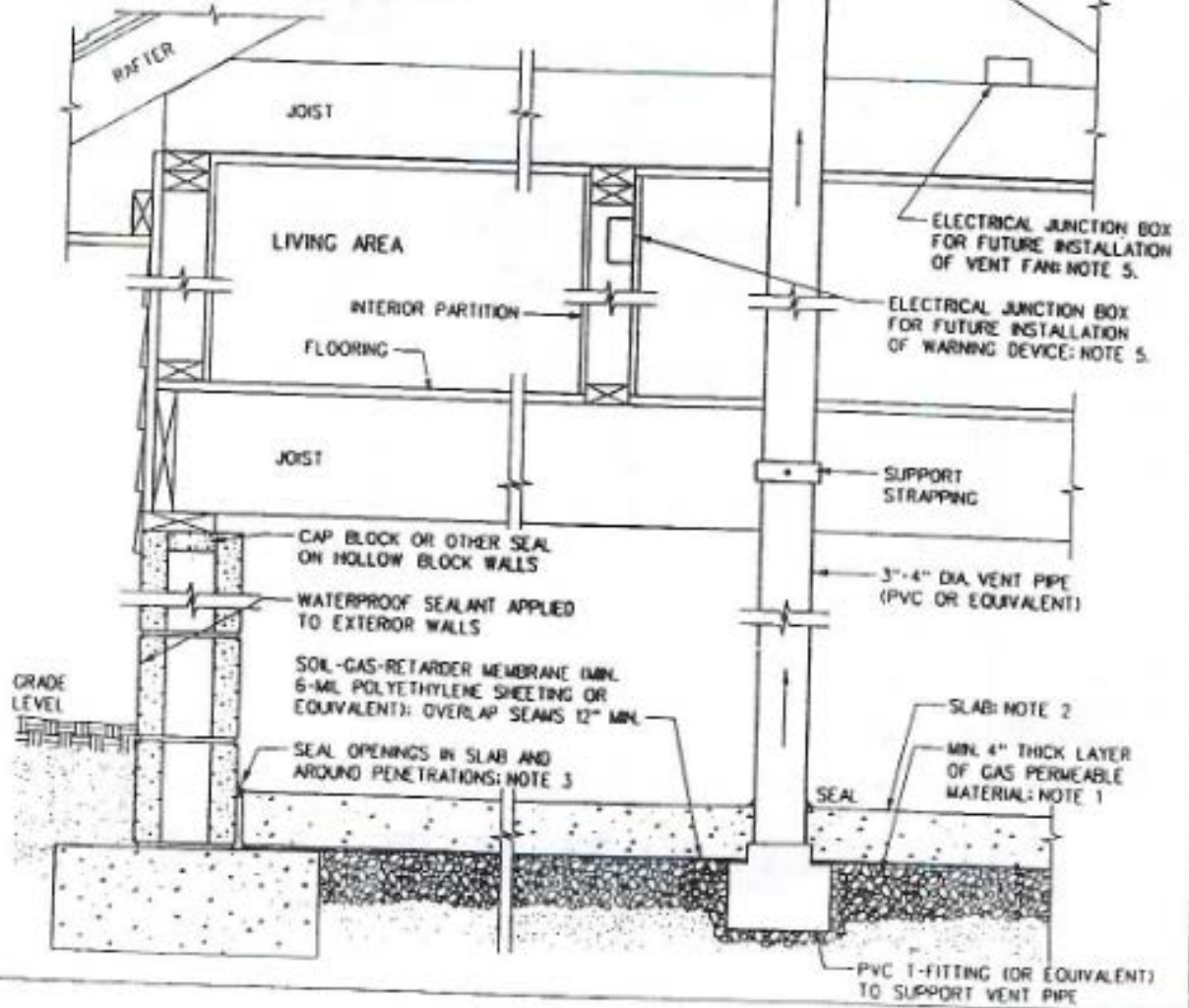
1. INSTALL A LENGTH OF 3" OR 4" DIAMETER PERFORATED DRAIN TILE HORIZONTALLY BENEATH THE SHEETING AND CONNECT TO THE "T" FITTING WITH THE VERTICAL STANDPIPE THROUGH THE SOIL-GAS-RETARDER MEMBRANE. THIS HORIZONTAL PIPE SHOULD NORMALLY BE PLACED PARALLEL TO THE LONG DIMENSION OF THE HOUSE AND SHOULD EXTEND NO CLOSER THAN 6 FEET TO THE FOUNDATION WALL.
2. VENTILATE CRAWLSPACES IN CONFORMANCE WITH LOCAL CODES; VENTS SHALL BE OPEN TO THE EXTERIOR AND BE OF NONCLOSEABLE DESIGN.
3. CIRCUITS SHOULD BE A MINIMUM 15 AMP, 115 VOLT.



**PASSIVE SUB-SLAB DEPRESSURIZATION RADON CONTROL SYSTEM FOR NEW CONSTRUCTION**

**NOTES:**

1. ALL CONCRETE SLABS THAT COME IN CONTACT WITH THE GROUND SHALL BE LAD OVER A GAS PERMEABLE MATERIAL MADE UP OF EITHER A MINIMUM 4" THICK UNIFORM LAYER OF CLEAN AGGREGATE, OR A MINIMUM 4" THICK UNIFORM LAYER OF SAND, OVERLAIN BY A LAYER OR STRIPS OF MANUFACTURED MATTING DESIGNED TO ALLOW THE LATERAL FLOW OF SOIL GASES.
2. ALL CONCRETE FLOOR SLABS SHALL BE DESIGNED AND CONSTRUCTED IN ACCORDANCE WITH LOCAL BUILDING CODES. ADDITIONAL REFS: AMERICAN CONCRETE INSTITUTE PUBLICATIONS, "AC302.1R" & "AC332R", OR THE POST TENSIONING INSTITUTE MANUAL, "DESIGN AND CONSTRUCTION OF POST-TENSIONED SLABS ON GROUND".
3. ALL OPENINGS, GAPS AND JOINTS IN FLOOR AND WALL ASSEMBLIES IN CONTACT SOIL OR GAPS AROUND PIPES, TOILETS, BATHTUBS OR DRANS PENETRATING THESE ASSEMBLIES SHALL BE FILLED OR CLOSED WITH MATERIALS THAT PROVIDE A PERMANENT AIR-TIGHT SEAL. SEAL LARGE OPENINGS WITH NON-SHRINK MORTAR, GROUTS OR EXPANDING FOAM MATERIALS AND SMALLER GAPS WITH AN ELASTOMERIC JOINT SEALANT, AS DEFINED IN ASTM C920-87.
4. VENT PIPES SHALL BE INSTALLED SO THAT ANY RAINWATER OR CONDENSATION DRAINS DOWNWARD INTO THE GROUND BENEATH THE SLAB OR SOIL-GAS-RETARDER MEMBRANE.
5. CIRCUITS SHOULD BE A MINIMUM 15 AMP, 115 VOLT.



**ADDITIONAL COMPONENTS REQUIRED FOR ACTIVATION OF PASSIVE SUB-SLAB DEPRESSURIZATION OR CRAWLSPACE RADON CONTROL SYSTEM**

**NOTES:**

1. INSTALL THE VENT FAN IN THE VERTICAL RUN OF THE VENT PIPE. THE SIZE AND AIR MOVEMENT CAPACITY OF THE VENT FAN SHALL BE SUFFICIENT TO CREATE AND MAINTAIN A PRESSURE FIELD BENEATH THE SLAB OR CRAWLSPACE MEMBRANE THAT IS LOWER THAN THE PRESSURE ABOVE THE SLAB OR MEMBRANE.
2. ALL POSITIVELY PRESSURED PORTIONS OF THE VENT PIPE AND FAN SHALL BE LOCATED OUTSIDE THE HABITABLE SPACE OF THE BUILDING.
3. PROVIDE A VISIBLE OR AUDIBLE WARNING SYSTEM TO ALERT THE BUILDING OCCUPANT IF THERE IS A LOSS OF PRESSURE OR AIR FLOW IN THE VENT PIPE.

