

# Commercial Project Basic Information

## Greenville County Codes Enforcement

Greenville County Square

301 University Ridge, Suite 4100

Greenville, SC 29601 - 3660

864/ 467 - 7060

### Requirements to secure a permit and additional information for typical projects:

#### 1 A design Professional is required if:

- Building or tenant space is over 5000 square feet.
- Building or tenant space is classified as an Assembly, Educational, Institutional or Hazardous, regardless of size.
- A tenant space less than 5000 square feet located in a building greater than 5000 square feet.

#### 2 A Contractor is required if:

- Cost of work is over \$5000; or
- Structural, electrical or mechanical work is done.

#### 3 Grading approval required if:

- A simplified project consists of ground movement of 1 acre or less. Three site plans are required with application. No retention is normally required but silt fencing, etc. will be.
- Disturbance of 1 acre or more will require the use of a professional engineer. Five site plans are required with application.

\*\*\*Applications are available in the Land Development Division, Suite 3900. Telephone: 864-467-4610

#### 4 Sewer or Septic information required to secure permit if:

- You are building a new building on a site that is new. Sewer permits from WCSA (treatment plant) and from the company that owns the lines (Metro, Parker, Taylors, Gantt, Berea, Etc.) will be required before a permit can be purchased.
- Areas that do not have availability of sewer will be required to apply for a Septic Tank Permit. Applications are completed and submitted to our office, fee \$160.00. The application is then sent to the Health Department for review and testing. This process takes approximately 4 to 6 weeks. Permit must be approved before a building permit can be issued.

#### 5 Preliminary Reviews:

- A preliminary review can be done on any project. Preliminary reviews are available by appointment only.

#### 6 Planning Commission approval is required if:

- The property is zoned NC, PD, PDC, or POD. These Planned Developments must meet requirements of the Planning Commission, Suite 400, phone: 864-467-7270 or Internet Site: <http://www.greenvilleplanning.com/>

#### 7 When and what is required for demolishing existing structures on a site:

- A demolition permit is required when a building is completely demolished. This enables the tax office to remove said building from the tax rolls.
- Permits are not required to do demolition work inside a building.

#### 8 Sign info:

- Applications are available with submittal guidelines, containing required information, for permitting.