

Temporary Canopy / Tent Permit Requirements

(Business, Demonstrations, Revivals, Sales, etc.)

Greenville County

Greenville County Square

301 University Ridge, Suite 4100

Greenville, SC 29601 - 3660

864 - 467 - 7060

(Per IBC 3103, 3105 IFC 2403, 2404 NFPA 102 Chapter 8)

TENT: A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects. Permits are required for **Tents** that are 200sqft aggregate or larger.

CANOPY: A structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without side walls or drops on 75 percent or more of the perimeter. Permits are required for **Canopies** that are 400sqft aggregate or larger.

1. Complete both [Commercial Building](#) and [Zoning](#) Applications.
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; www.greenvillecounty.org/vrealpr24/clrealprop.asp.
3. Address/location _____
4. Proposed length of time unit will be on the site or open for business _____.
5. Provide a contract with a portable sanitation company for the length of time the unit will be on the site or open for business, or a letter of agreement from an adjacent building to use their restrooms.
6. Tent/Canopy Setback to property lines and Right of Ways (R/W).

Greenville County maintained roads can be obtained by contacting the Road and Bridge Department 864-467-7016.

State maintained road** contact SCDOT Encroachment Office located at 13 Saluda Dam Road, Greenville, South Carolina, 29611. This dimension is required application for processing.

** It is the responsibility of the applicant to verify all SCDOT right-of-way information.

Width of R/W Greenville County maintained, _____. (to be completed by applicant)

Width of R/W SCDOT maintained _____. (to be completed and initialed by SCDOT). _____

7. Provide a copy of the **Flame Spread** Certificate for the **Canopy / Tent** complying with NFPA 701. (You can get a copy of the Flame Spread Certificate from the place of sales/ rental. The certificate shall meet the requirements of IBC, IFC, and NFPA)

Required Permits:

[Building](#): (this is a basic \$30 permit)

[Electrical](#): (If applicable - Based on the panel Amps & number of Breakers)

The Unit will be inspected to verify setbacks, tie-downs, electrical compliance, and any other applicable code issue.

To be completed by Zoning Department:

Zoning Classification: _____ TM# _____
Setbacks: Front: _____ Rear: _____
Left Side: _____ Right Side: _____