

Greenville County

Building Safety Division

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Building/ Zoning Feasibility Application Guidelines

This program provides a method for owners and potential tenants of buildings to meet with 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 condition of the proposed facility.

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 renting or leasing the space from; or, through [Real Property Services](http://www.greenvillegov.com/realpr24/clrealprop.asp) 864- 467-7300; or, by internet: www.greenvillegov.com/realpr24/clrealprop.asp)
2. Submit [Commercial Building Permit Application](#), and Submit [Zoning Application](#) (Required with all Commercial Building Applications)
3. A [Storage Occupancy Submittal Supplement](#) is necessary to be submitted with the two above applications for storage buildings or spaces.
4. An administrative review of the applications will be performed for items such as zoning, permitted uses of the site, and past and future building/tenant space occupancy classification to ensure that the proposed use may be conducted at the location.
5. The Building Inspector will contact the applicant after the administrative review to arrange an on- site meeting to conduct an inspection of the building for the proposed use of the building/tenant space.

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 Chief Building 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 Chief Building Inspector who will be evaluating your facility.

At a minimum, a Change of Tenant Permit may be required, and certain required inspections prior to the issuance of any Certificate of Use and Occupancy for the building or location.