

# Greenville County

## Building Safety Division

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

### Building / Zoning Feasibility Application Guidelines

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 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 code compliance for the proposed occupancy.

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 rent or lease the space from; or, through Real Property Services 864-467-7300; or by internet: <https://www.greenvillecounty.org/disclaimer/PublicRecords.aspx?DirURL=RealProperty>.
2. Submit a [Feasibility Building / Zoning Permit Application](#). Two (2) signed copies of the [FES Customer Acknowledgement](#) is required.
3. A [Storage Occupancy Submittal Supplement](#) shall be submitted with the above application for buildings or spaces in buildings used for storage.
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" districts, if in an Airport Environs Zone it is necessary to submit [Airport Environs Area Application](#) to GSP. (address on form)
5. 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 on the Building / Zoning Application. No work shall commence until a Change of Tenant or other permit is obtained as directed by the Feasibility 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 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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## Building / Zoning Feasibility Application Process

**The following information will allow you to see the procedure that is followed from the time you drop off your permit to the time you are contacted for your inspection. This duration varies but typically takes approximately 5-10 business days.**

1. See Building / Zoning Feasibility Application Guidelines and [Commercial Fee Schedule](#) these forms can be found on-line or in our lobby.
2. Complete all Applications, Submit and Pay for your Inspections in our lobby.
3. Your application will be routed to the Zoning Department for the Administrative Zoning Review. 864-467-7425

If your Permit is located in a Greenville-Spartanburg Airport Environ Area, a Proposed Land Use Review is required. This review must be approved prior to the start of the Administrative Zoning Review. See "Airport Environs Area Application".

Scott C. Carr, Director of Properties and Development, Greenville-Spartanburg Airport District  
864-848-6222 / [SCarr@GSPAirport.com](mailto:SCarr@GSPAirport.com)

4. When approved your application will be routed to the Building Department for the Administrative Building Review
5. When approved your application will be routed to the Feasibility Inspector for the Scheduling of Inspections.

# Greenville County

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

## FEASIBILITY BUILDING/ZONING APPLICATION (To obtain a Certificate of Occupancy)

<b>Proposed Business Name:</b>		Property Owner's Name:	
Exact Address of Property:		City:	State & Zip:
Business Park Name:	Lot/Unit/Space No.:	<b>Tax Map No.:</b>	
Use Group:	Construction Type:	Sprinkled: Y _____ N _____	
Building Gross Sq. Ft.:	Tenant Sq. Ft.:		
Proposed Tenant Use:			
Exact Directions to Property/Building:			
<b>Permit Contact Name:</b>		<b>Phone:</b>	
Permit Contact Email:			
<b>Business Owner Contact:</b>		<b>Phone:</b>	
Mailing Address:			
E-Mail Address:			

IF PROPERTY IS IN A ZONED AREA OF THE COUNTY,  
**ZONING WILL BE VERIFIED AND ALL REQUIREMENTS MUST COMPLY WITH THE ZONING ORDINANCE.**

**NO OCCUPANCY SHALL OCCUR PRIOR TO ISSUANCE OF THE CERTIFICATE OF OCCUPANCY**

The applicant hereby certifies and agrees as follows: 1) That he/she is authorized to make this application; 2) That he/she has read the above information and it is true and correct; 3) That he/she will comply with all County of Greenville ordinances, laws and regulations, all State and Federal Laws and regulations regulating the use of land and structures and the construction of structures; 4) That he/she will perform only the work or occupy as outlined at the property indicated above; 5) That he/she grants the right of entry to the property to the Building Official or employees of the County of Greenville for the purpose of inspections, and posting of notices. If any of the information supplied by the owner and/or owner's agent is incorrect, the Permit/Certificate of Occupancy may be revoked.

This application shall not be construed as authority to violate, alter or set aside any of the provisions of the Building Code and any other applicable laws or ordinances, nor shall the issuance of a permit prevent the Building Official from requiring correction of errors in construction documents or of violations of the Building Code of the County of Greenville, South Carolina.

This Application is permission to proceed with the project in accordance with the Zoning Ordinance and shall not be construed as authority to violate, alter or set aside any of the provisions of the Building Code and any other applicable laws or ordinances, nor shall the issuance of this permit prevent the Building Official or Zoning Administrator from requiring correction of errors in project documents or of violations of the Building Code or Zoning Ordinance of the County of Greenville, South Carolina.

**THIS APPLICATION WILL BE DEEMED TO HAVE BEEN INVALID 180 DAYS AFTER THE FILING DATE, UNLESS A PERMIT HAS BEEN ISSUED. PLANS WILL BE DISPOSED OF AND RE-SUBMITTAL WILL BE REQUIRED.**

Any information and documents submitted to the County of Greenville, for the purpose of Construction Document review and approval, becomes subject to the South Carolina Freedom of Information Act (SC Code of Laws, 1976 as amended, Title 30, Chapter 4) and may be subject to public inspection and review.

DATE: \_\_\_\_\_ BY OWNER/AUTHORIZED AGENT: \_\_\_\_\_

DATE: \_\_\_\_\_ REVIEWED/APPROVED BY ZONING OFFICIAL: \_\_\_\_\_ **ZONING DISTRICT:** \_\_\_\_\_

DATE: \_\_\_\_\_ REVIEWED/APPROVED BY BUILDING OFFICIAL: \_\_\_\_\_

Permit No. \_\_\_\_\_ Cost of Permit: \$ \_\_\_\_\_

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**County of Greenville**

**Building Safety Division  
301 University Ridge, Suite 4100  
Greenville SC 29601- 3660  
864 / 467 – 7060**

**Building / Zoning Feasibility Customer Acknowledgement Form**

No Occupancy or use of the structure is allowed until a Certificate of Use and Occupancy has been issued. Feasibility for Structure / Location may only be occupied / used for the approved use only.

The Building / Zoning Feasibility Permit / (Blue Permit Card) will be delivered by the Feasibility Inspector at the time of the initial inspection. The Feasibility Inspector will call to set up an inspection time after the internal process has been completed.

The following inspections shall be approved prior to occupancy.

BUILDING/ ZONING FINAL and LOCAL FIRE DEPARMENT FINAL,

Once the above inspections have been completed, a Certificate of Occupancy will be mailed to the business address as shown on the application unless otherwise noted.

Signature\_\_\_\_\_Date\_\_\_\_\_

Print Name\_\_\_\_\_

Office use only Permit Number \_\_\_\_\_

# Storage Occupancy Submittal Supplement

## Greenville County Codes Enforcement

Greenville County Square

301 University Ridge, Suite 4100

Greenville, SC 29601 - 3660

864/ 467 – 7060

### Location Information:

Business name: \_\_\_\_\_

Business address: \_\_\_\_\_

Permit number (if known): \_\_\_\_\_

### Provide storage arrangement information including:

Aisle \_\_\_\_\_ widths: \_\_

Pile sizes \_\_\_\_\_ (length, \_\_\_\_\_ width, \_\_\_\_\_ height): \_\_

Rack sizes (length, width, height): \_\_\_\_\_

**Note:** A scaled and dimensioned storage arrangement plan may be required by the Code Official or the Fire Marshal.

### Provide a detailed list of commodities including:

Type of products: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Packaging of products: \_\_\_\_\_

MSDS as applicable: Attach all MSDS including a summary sheet categorizing the flammable, combustible, corrosives, and toxic materials. Include maximum anticipated quantities of each category.

This information will be used to determine Occupancy Classification, S-1, S-2, or Hazardous and if “high pile” storage requirements will apply to the building.

The applicant hereby certifies and agrees as follows: 1.) That he/she is authorized to make this application; 2.) That he/she has read the above information and it is true and correct; 3.) That he/she will comply with all County of Greenville ordinances, laws and regulations, all State and Federal Laws and regulations regulating the use of land and structures and the construction of structures; 4.) That he/she will perform only the work outlined above at the property indicated above; 5.) That he/she grant the right of entry to the property to the Building Official or employees of the County of Greenville for the purpose of inspections, and posting of notices. If any of the information supplied by the owner and/ or owner’s agent is incorrect, the permit may be revoked.

**No Occupancy of the Facility or Land shall occur prior to issuance of the  
CERTIFICATE of OCCUPANCY**

\_\_\_\_\_  
Date

\_\_\_\_\_  
By Owner or Authorized Agent

\_\_\_\_\_  
Application Approval of the Code Enforcement Officer

**This application will be considered to be abandoned 180 days after the filing date, unless a permit has been issued. Plans will be disposed of and re-submittal will be required.**

**Greenville-Spartanburg Airport Environs Area  
Proposed Land Use Application**

(To be completed by property owner or authorized agent)  
(Please print or type)

Date: \_\_\_\_\_

This Land Use is for: \_\_\_\_\_ New Construction  
\_\_\_\_\_ Expansion or replacement of an existing building  
\_\_\_\_\_ Change in use of an existing building

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_

Address of Property to be developed: \_\_\_\_\_

\_\_\_\_\_

Tax Map No. \_\_\_\_\_ County: \_\_\_\_\_

Describe Proposed Land Use:

\_\_\_\_\_

\_\_\_\_\_

NAICS Classification of proposed use: \_\_\_\_\_

Maximum occupancy of building: Employees: \_\_\_\_\_ Customers: \_\_\_\_\_

Hours and days of operation: \_\_\_\_\_

Will there be any emissions? (smoke, light, electronic, water, outdoor lighting. Etc.) \_\_\_\_\_

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

If applicable, describe any products or material that will be manufactured, stored at or transported to/from site: \_\_\_\_\_

Is the activity sensitive to noise? \_\_\_\_\_ Will it attract large numbers of people? \_\_\_\_\_

**This Section for New Construction, Expansion or Replacement**  
(include site plan and elevations of building)

Size of Lot: \_\_\_\_\_ (acres/sq. ft.) Size of Structure \_\_\_\_\_ (sq. ft).

Elevation at highest point of structure : \_\_\_\_\_ (MSL)

Will noise abatement techniques be incorporated in construction:

\_\_\_\_\_?

Provide details of the abatement measures: \_\_\_\_\_

Describe type and location of any outdoor lighting: \_\_\_\_\_

Signature of Applicant or Agent: \_\_\_\_\_

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**The determination of this Application will be based on guidelines of the Airport  
Environs Ordinance, South Carolina Code Section 55-11-230 and Instructions  
established by the Department of Defense pertaining to Accident Potential Zones.**

Please return this form by mail or fax to:

**Michael Forman, AICP**  
Greenville-Spartanburg Airport  
Environs Area Compliance Coordinator  
2000 GSP Drive, Suite 1  
Greer, SC 29651  
Phone: 864-848-6222  
Fax: 864-848-6225  
Email: [enviorns@gspairport.com](mailto:enviorns@gspairport.com)

----- (Office use only) -----

Date Application received: \_\_\_\_\_, Application No. \_\_\_\_\_

Proposed use is in or forecast to be in \_\_\_\_\_ Ldn noise contour.

Is proposed use within the Accident Potential Zone? (APZ) \_\_\_\_\_

Does land use exceed 14 CFR Part 77 surfaces? \_\_\_\_\_

Could land use attract wildlife or birds? \_\_\_\_\_

The proposed facility does; \_\_\_\_\_ does not \_\_\_\_\_ constitute a compatible land use for the following reasons. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Application: Approved: \_ \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_