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.

2. **A Contractor is required if:**
   - Cost of work is over $5000; or
   - Structural, electrical or mechanical work is done as required by the Building Official.

3. **Grading approval required if:**
   - There is any land disturbance on the property Greenville County Land Development shall be contacted. Telephone: 864-467-4610

4. **Sewer or Septic information required to secure permit if:**
   - Building a new building, additions, or changing the occupancy. Sewer permits from Renewable Water Resources (Re-Wa) and from the company that owns the lines (Metro, Parker, Taylors, Gantt, Berea, Etc.) will/may 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.
   - Re-Wa will size all grease traps for restaurants.

5. **Preliminary Building Plan Reviews:**
   - A preliminary review can be done on any project. Preliminary reviews are available by appointment only.

6. **Zoning approval is required if:**
   - The property is zoned PD, FRD, NC, POD. These Review Districts must receive zoning approval prior to building plan submittal.

7. **Floodplain approval is required if:**
   - Floodplain is on or adjacent to parcel.

8. **When and what is required for demolishing existing structures on a site:**
   - A demolition permit is required when a building is completely or partially demolished. This enables the tax office to remove said building or portion of a building from the tax rolls. A site plan and a project description may be required.
   - Permits are not required to do demolition work inside a building.

9. **Sign info:**
   - Applications are available with submittal guidelines, containing required information, for permitting.

(18 June 2013 - Rev – 18 June 2019)