

# Temporary Kiosk Permit Guidelines

(Snow Cone, Firework, sales, etc.)

## Greenville County

Greenville County Square      301 University Ridge, Suite 4100      Greenville, SC 29601 - 3660      864 - 467 – 7060

**Kiosk.** A temporary structure, enclosure or shelter, which is constructed for use and is not considered a permanent structure or tent. Kiosks located in a Mall shall meet the requirements of IBC 402.6.2.

**Temporary:** 180 days as defined IBC section 108 and 3103 and IFC Chapter 31

1. Go to eTRAKit and Create an Account.

<https://grvlc-trk.aspgov.com/eTRAKiT/login.aspx?lt=either&rd=~/PermitApplication/step1.aspx&activityNo=>

2. Proposed length of time unit will be on the site: \_\_\_\_\_  
**Duration of Use** is limited to 180 days. Projects that exceed 180 days shall meet permanent requirements and will require a Plan Review.
3. **Toilet Facilities:** Approved toilets are required. Permit sewer connection or provide a service contract for Handicap portable toilets / holding tank services. Service contracts must match unit's duration of use.
4. **Site Plan:** An 8-1/2x11 plan showing the location of the kiosk on the property shall be uploaded at the time of application. The plan shall include dimensions from property lines, R/W, and other existing or proposed structures.
5. **Setbacks:** to property lines and Right of Way (R/W). This dimension is required for processing.

Greenville County maintained road: Road and Bridges Department 864-467-7016.

Width of R/W Greenville County maintained: \_\_\_\_\_.

State maintained road: SCDOT Encroachment Office at 13 Saluda Dam Road, Greenville, SC, 29611

Width of R/W SCDOT maintained: \_\_\_\_\_. (To be completed and initialed by SCDOT). \_\_\_\_\_

6. If the Kiosk is to be used for **Fire Works** the tenant must contact the SC State Fire Marshal's office 800-896-1070 <http://scfiremarshal.llronline.com/INSPECT/index.asp?file=main.htm>.
7. The Unit will be inspected to verify setbacks, tie-downs, and any other applicable code issue.  
**NOTE:** For safety purposes, the Building Official may require any temporary building to be physically tied down, to resist overturning, by approved methods.