

# Temporary Construction Office Guidelines

(A unit used for construction administration and storage of equipment and **not** used for sales or open to the public.)

## Greenville County

Greenville County Square

301 University Ridge, Suite 4100

Greenville, SC 29601 - 3660

864 - 467 - 7060

1. Go to eTRAKit and Create an Account.

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

2. Proposed length of time unit will be on the site: \_\_\_\_\_  
**Duration of Use** is limited to the timeframe required for permitted construction, and the unit shall be removed from the site prior to occupancy or use of the project. The unit shall remain prepared for relocation at any time.
3. **Toilet Facilities:** Approved toilets are required. Permit sewer connection or provide a service contract for 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 unit on the property shall be uploaded at 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: \_\_\_\_\_. (To be completed by applicant)

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. 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.