

# 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](tel:864-467-7300) 864-467-7300; or by internet: [www.greenvillecounty.org/vrealpr24/clrealprop.asp](http://www.greenvillecounty.org/vrealpr24/clrealprop.asp) .
2. Submit a [Commercial Building Permit Application](#) and a [Zoning Application](#) .  
(Required with all Commercial Building Applications)
3. A [Storage Occupancy Submittal Supplement](#) shall be submitted with the two above applications 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” 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.

Phoenikx Buathier, Zoning Administrator  
864-467-7295 / [Pbuathier@greenvillecounty.org](mailto:Pbuathier@greenvillecounty.org)

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@GSPAairport.com](mailto:SCarr@GSPAairport.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.

Eric Bradley, Feasibility Inspector  
864-467-7508 / [EBradley@greenvillecounty.org](mailto:EBradley@greenvillecounty.org)