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: [http://www.greenvillecounty.org/appsAS400/RealProperty/](http://www.greenvillecounty.org/appsAS400/RealProperty/).

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 Environ Zone it is necessary to submit [Airport Environ 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](http://www.ada.gov/smbusgd.pdf).*

(13 May 2008 rev. 10 October 2017)
Building Safety Division
Greenville County Square     301 University Ridge, Suite 4100
Greenville, SC 29601 - 3686
864 - 467 - 7060

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.

   Kristopher Kurjiaka, Zoning Administrator
   864-467-7282 / KKurjiaka@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@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 Inspections Department for the
   Scheduling of Inspections.

   Eric Bradley, Feasibility Inspector
   864-467-7508 / EBradley@Greenvillecounty.org

(10 October 2017 rev. 10 October 2017)