

# Greenville County

## Building Safety Division

301 University Ridge, Suite S-3100 Greenville, SC 29601 – 3686  
864 - 467 - 7060

## Feasibility Permit Application Guidelines

### Building and Zoning

**This Change of Tenant 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 signing a lease or securing other construction permits. This program is intended for buildings that are to be occupied without modifications to the Use Group, Layout or Hazard Level.**

**Modifications of the Use Group, Layout or Hazard Levels will require a Plan Review Submittal, unless the Inspector indicates otherwise, this includes Mechanical, Electrical and Plumbing.**

1. Create an Account:

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

2. Apply for a Commercial Feasibility Permit, based on the sqft of the **Tenant Space** and use. **Provide the address, including the unit / suite number, in the notes.**
3. Upload a copy of the completed [Storage Occupancy Submittal Supplement](#) if Storage is part of the tenant space. Include Racking / Shelving Plans.
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” district requirements.
5. If the project is located in an Airport Environs Zone it is necessary to submit [Greenville-Spartanburg Airport Environs Area Proposed Land Use Application](#) to GSP. (address on form) and upload an approved copy at time of application.
6. The property owner and or tenant will be required to contact the local fire marshal for the fire inspection, once the fire inspection is approved, you can login to Central Square “Etrakit” and schedule the building and zoning inspections. **You cannot occupy the space and or building until all required inspections have been approved and a CO has been issued.**

\* Please be aware that there may be certain accessibility requirements for your business. Find the ADA guide at <http://www.ada.gov/smbusgd.pdf>.

**Note: After a second “No Show” the project will be canceled and permit closed and a new application will be required to obtain an inspection.**

# **Greenville County**

## **Building Safety Division**

301 University Ridge, Suite S-3100 Greenville, SC 29601 – 3686  
864 - 467 - 7060

## **Feasibility Permit Application Process**

### **Building and Zoning**

**The following information will allow you to see the procedure that is followed from the time you make application to the time you are contacted for your inspection. This duration varies but typically takes approximately 10 to 15 business days.**

1. See Feasibility Permit Application Guidelines.
2. Log into eTRAKit, complete application process, include the **full address including suite / unit** number in the notes. Submit the application and make payment. If the inspection is not paid for the application will not be processed.
3. A Processing Completeness Review will occur. Questions about processing: 864-467-4909
4. Your application will be routed to the Zoning Department for the Zoning Review.  
Questions about Zoning Reviews: 864-467-7425 (Option #9).

**If your Permit is located in a Greenville-Spartanburg Airport Environ Area Proposed Land Use Review is required. This review must be approved and uploaded at the time you make application.**

**The Director of Properties and Development, Greenville-Spartanburg Airport District:**  
864-848-6225 / [Environs@GSPAairport.com](mailto:Environs@GSPAairport.com)

5. When approved, by the Zoning Department, your application will be routed to the Building Department for an Administrative Building Review 864-467-5680
6. When approved, the Feasibility Inspector, will contact to Schedule the Inspection.

Inspection coordinator: Bruce Reynolds: [roreynolds@greenvillecounty.org](mailto:roreynolds@greenvillecounty.org) 864-467-5680

# Storage Occupancy Submittal Supplement

## Greenville County Codes Enforcement

Greenville County Square

301 University Ridge, Suite S-3100

Greenville, SC 29601 - 3660

864/ 467 – 7060

### Location Information:

Business name: \_\_\_\_\_  
Business address: \_\_\_\_\_  
Permit number (if known): \_\_\_\_\_

### Provide storage arrangement information including:

#### Aisle Widths:

|                    |                |               |                |
|--------------------|----------------|---------------|----------------|
| <b>Pile Sizes:</b> | <b>Length:</b> | <b>Width:</b> | <b>Height:</b> |
| <b>Rack Sizes:</b> | <b>Length:</b> | <b>Width:</b> | <b>Height:</b> |

**Note:** A scaled and dimensioned storage arrangement plan may be required by the Code Official or the Fire Marshal.

### Provide a detailed list of commodities including:

Type of products: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Packaging of products: \_\_\_\_\_

SDS: Attach all SDS including a summary sheet categorizing the flammable, combustible, corrosives, and toxic materials. Include maximum anticipated quantities of each category. This information will be used to determine Occupancy Classification, S-1, S-2, or Hazardous and if “high pile” storage requirements will apply to the building.

The applicant hereby certifies and agrees as follows: 1.) That he/she is authorized to make this application; 2.) That he/she has read the above information and it is true and correct; 3.) That he/she will comply with all County of Greenville ordinances, laws and regulations, all State and Federal Laws and regulations regulating the use of land and structures and the construction of structures; 4.) That he/she will perform only the work outlined above at the property indicated above; 5.) That he/she grant the right of entry to the property to the Building Official or employees of the County of Greenville for the purpose of inspections, and posting of notices. If any of the information supplied by the owner and/ or owner’s agent is incorrect, the permit may be revoked.

**No Occupancy of the Facility or Land shall occur prior to issuance of the  
CERTIFICATE of OCCUPANCY**

\_\_\_\_\_  
Date

\_\_\_\_\_  
By Owner or Authorized Agent

\_\_\_\_\_  
Application Approval of the Code Enforcement Officer

**This application will be considered to be abandoned 180 days after the filing date, unless a permit has been issued. Plans will be disposed of and re-submittal will be required.**

**Greenville-Spartanburg Airport Environs Area  
Proposed Development & Land Use Application**  
(To be completed by property owner or authorized agent)

This application is for what purpose? (Check One)

- ☐ New Construction
- ☐ Expansion, Modification, or Replacement of an Existing Building or Structure
- ☐ Change in Use or Tenant of an Existing Building or Structure

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

What government agency are you seeking a permit from? (Check One)

☐ City of Greer      ☐ Greenville County      ☐ Spartanburg County

Address of Property to be Developed: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Tax Map Number: \_\_\_\_\_

*This number can be obtained from a property tax bill or from the county website where the property is located. Below are the web addresses to both counties' GIS websites:*

- *Greenville County: [www.gcgis.org](http://www.gcgis.org)*
- *Spartanburg County: [www.spartanburgcounty.org/185/Geographic-Information-Systems](http://www.spartanburgcounty.org/185/Geographic-Information-Systems)*

Describe Proposed Building/Structure and/or Land Use:

---

---

NAICS Classification of Proposed Building/Structure and/or Land Use: \_\_\_\_\_

*This six digit number can be obtained at the following website: [www.NAICS.com/search](http://www.NAICS.com/search)*

Will the proposed use attract a large number of people? \_\_\_\_Yes\_\_\_\_No

If yes, please describe including projected number of people: \_\_\_\_\_

\_\_\_\_\_

Maximum Occupancy of Building/Structure: Employees:\_\_\_\_\_ Customers: \_\_\_\_\_

Days and Hours of Operation: \_\_\_\_\_

If applicable, describe any products or materials that will be manufactured, stored at, or  
transported to/from site: \_\_\_\_\_

\_\_\_\_\_

Will there be any emissions (i.e. Electronic, light, smoke, water, etc.)? \_\_\_\_Yes\_\_\_\_No

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

Is the proposed activity or land use sensitive to noise? \_\_\_\_Yes\_\_\_\_No

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

Will noise abatement measures / techniques be incorporated into the construction: \_\_\_\_Yes\_\_\_\_No

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

Describe type and location of any outdoor lighting: \_\_\_\_\_

\_\_\_\_\_

**Section Below to be Completed for New Construction, Expansion, Modification, or Replacement Only**  
(Include site plan & proposed structure elevation drawings with application submittal)

Size of Lot: \_\_\_\_\_ (Acres/Sq. Ft.) Size of Structure: \_\_\_\_\_ (Sq. Ft.)

Elevation at highest point of proposed structure in Mean Sea Level: \_\_\_\_\_ (Ft.)

---

Note: All Applications Must Be Signed and Dated

Signature of Applicant or Agent: \_\_\_\_\_ Date: \_\_\_\_\_

**The determination of this application will be based on guidelines of the Airport Environs Ordinance, South Carolina Code Section 55-11-230, and instructions established by the Department of Defense pertaining to Accident Potential Zones (if applicable).**

**Please allow up to 30 calendar days for processing from date of submittal. Also, please note that only completely filled out applications will be processed, including signature and date.**

*Please return this application via U.S. Mail, email, or fax to:*

Greenville - Spartanburg Airport District  
ATTN: Airport Environs Area Compliance  
Coordinator 2000 GSP Drive - Suite #1, Greer,  
SC 29651

Email:

[environs@gspairport.com](mailto:environs@gspairport.com)

Fax: (864) 848-6225

Note: Electronic applications are preferred and typically result in quickest processing time. Site plan and elevation drawings of the proposed building or structure must be attached in pdf format with application if New Construction, Expansion, Modification, or Replacement.