

FOIA INSTRUCTIONS

Please note FOIA's are processed in the order received. Once we are working on your FOIA request, we will reach out with questions, a quote for research and copies or the documents depending on which is appropriate.

WE DO NOT ANSWER QUESTIONS, COMPLETE FORMS, NOR PROVIDE LISTS ON A FOIA REQUEST.

Complete your FOIA request stating the documents you are requesting copies of.

The following is what each department can provide and a link to their FOIA form along with their contact information. **Please note all requested information must be located in the body of the form itself.**

Building & Codes FOIA – completed [Code Compliance Division FOIA Form](#) and email to codesfoia@greenvillecounty.org

- Certificates of Occupancy
- Building Permits
- Inspections
- Site Plans
- Code Violations

Zoning FOIA – completed [Zoning FOIA Form](#) and email to zoningfoia@greenvillecounty.org.

- Variances
- Special Exceptions
- Zoning Violations
- PUD(s)
- Zoning Classification
- Anything related to Zoning matters

Fire Department – submit a FOIA request directly to the Fire Department servicing the address/tax map number:

- Fire violations are anything related to a fire response

[South Carolina Department of Public Health](#) – submit a FOIA request directly to them if you are requesting the following:

- Environmental Issues
- Toxic Spills
- hazardous material
- petroleum product leaks or spills
- underground storage tanks



FREEDOM OF INFORMATION REQUEST FORM
CODE COMPLIANCE DIVISION

DATE: _____

(Please Print)

Name: _____

Company Name: _____

Requestor's Address: _____

City, State, Zip: _____

Telephone #: _____ EMAIL: _____

Signature: _____

A FOIA is a request for copies of documents in the County's Possession.

INFORMATION REQUESTED

PROPERTY ADDRESS: _____

DOCUMENTS YOU ARE REQUESTING COPIES OF: _____

As a public body under the South Carolina Freedom of Information Act, Greenville County may collect fees not to exceed the actual cost of searching for and making copies of requested records.

Request should be mailed or e-mailed to Greenville County Planning and Code Compliance, Attn: Annette C Padgett, 301 University Ridge, Suite 3100-S, Greenville, SC 29601; Telephone (864) 467-7060.

Email: codesfoia@greenvillecounty.org

CHARGES WILL APPLY TO ALL FOIA REQUEST

FOR OFFICE USE ONLY:

RESEARCH TIME: _____

TOTAL # OF COPIES _____

TOTAL COST: _____