



For Office Use Only:

Tax Map # _____

Permit # _____ Clerk _____

Occupancy Permit Application

Building Permit # if Applicable: _____

Date _____

Business Address _____ Space/Unit _____

Mailing Address (if different) _____

Business Name _____ Phone _____

Email _____

Business Owner _____

Building Owner/Agent _____

Square footage of space _____ Contract: Rent Own Lease

Ownership: Corporation Partnership LLC Individual Non-Profit

Nature of Business _____

Mixed Use: (Check all that apply)

Retail Office Restaurant Residential

Other (Describe) _____

New Business Change of Business New Building /Location Ownership Change

If a Change of Location, please list previous address business was located at:

Former business at this address? _____

What type of sign will be installed? _____

If a sign is to be installed, a sign permit is required. If a sign contractor is to install the sign they must apply for the permit. If the sign is a lighted sign, an electrical permit is required to be applied for by a licensed electrician.

Is the power on in the building/space? Yes No

If not, let the Inspector know when you make the occupancy inspection appointment.

If this is a new business, the business license application must be submitted at the same time as the occupancy permit application.

Application must be completed prior to requesting a permit.



Please list two residential, local names and phone/cell phone numbers of contact persons for Fire Department to reach in case of fire or theft after hours: **MUST BE EMERGENCY CONTACT INFORMATION!**

1. Name _____ Phone _____

2. Name _____ Phone _____

Buildings or spaces within buildings are not allowed to be occupied without a current Certificate of Occupancy issued in the name of the tenant occupying that building or space. In some cases, a Temporary Certificate of Occupancy may be issued for a fixed period of time to allow for minor repairs. All life safety requirements are required to be in compliance before a building or space may be occupied.

This is an application and receipt, not a permit to occupy the building. Please allow 24-48 hours for application processing prior to calling for an inspection. To arrange an inspection, please call 864-467-4555 or 864-467-4556. Calls will be returned within 24 hours if the inspector is not in.

NOTE: A re-inspection fee of \$40.00 will be charged for additional trips made due to the building not being open for inspection or as a result of required work not being completed within the time frame. The cost of the permit is \$40.00, make checks payable to the City of Greenville.

Print: _____

Signed: _____

Telephone Number: _____

Email _____

Application must be completed prior to requesting a permit.

City of Greenville Building Department
P.O. Box 2207 Greenville, SC 29602
Phone: (864) 467-4550 Fax: (864) 467-5715



To: Applicants for Certification of Occupancy

An Occupancy inspection is required to ensure health, safety and general welfare of the public and to confirm that the structure complies with criteria of code for public safety.

An Occupancy permit is required when a new business is opened, ownership change, name change or if an existing business moves to a different location.

Occupancy inspections are conducted by appointment Monday through Friday. Please call no earlier than 6 business days after applying (allow time for Zoning approval) at 864-467-4457 for appointment, be prepared to give permit number _____, address and name of business as it appears on your application. Calls will be returned within 24 hours if inspector is not in. If you need power released or transferred please inform the inspector at the inspection and it will be emailed to Duke Power when inspection has passed.

If the occupancy of a building change, such as residential to business, to ensure usage will be allowed, I.E. Zoning, the structure should receive a feasibility inspection prior to a lease being signed, structure being purchased or application for occupancy made. Please call 864-467-4567 for Feasibility appointment.

A \$40.00 re-inspection fee is charged if the space is inaccessible or if corrections are not completed in the given time frame. On new construction or alterations to an existing structure, all sub inspections must be finalized prior to an occupancy permit being issued.

When fire alarm, sprinkler or automatic extinguishing systems permits have been issued by the Fire Department, all shall have final inspection approvals before an Occupancy permit can be released.

Occupancy permits shall be applied for before a power release may be called in or temporary occupancy granted. In some instances an occupancy permit must be approved before a business license is issued.

Install "2A-10BC" rated portable fire extinguisher(s) so the travel distance between extinguishers does not exceed 75 feet. Extinguishers shall be mounted on a bracket or installed in a fire extinguisher cabinet. Current certification tag must be affixed to the extinguisher. Extinguisher shall not be installed in a restroom or closet. Address numbers shall be displayed in front of the building and be legible from the opposite side of the street.

When inspecting for electrical safety, the following items are checked:

1. Unused openings in panel boxes shall be closed.
2. The working space in front of panel boxes shall be not less than three (3) feet.
3. Extension cords shall not be used as permanent wiring.
4. Appliances shall have no live parts normally exposed to contact.

When inspecting for building safety, we include:

1. Fire rated tenant separation, if required
2. Exit signs and emergency lighting, if required, shall be operable.
3. Exit door hardware, IE: double cylinder key lock deadbolts on required exits are not allowed.
 - a. Interior side of lock shall have a thumb latch. Thumb latch deadbolts or safety bars for security purposes shall have a sign, 1 inch letters "Doors to be unlocked when building is occupied".

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4. Rated interior doors, IE: operable closer, doors are not propped open.
5. Occupancy classification.
6. Exit egress, IE: width of doors, aisle width, travel distance, dead end pockets.
7. Handrails, guardrails, steps and landings.
8. Heating systems.
9. Plumbing system including water fountains, restroom facilities, capped sewer lines.
10. Restroom ventilation, IE: operable window or operable fan.

If installing new wallpaper or carpet, ask for flame spread information from the supplier. This form must be submitted to the inspector.

This list is a general guideline, specific requirements may apply as code requires. If you have any questions please call 864 467-4550, Building Department.

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