



BUILDING & DEVELOPMENT STANDARDS  
 301 E. POINSETT STREET  
 GREER, SC 29651  
 PHONE: (864) 848-2150  
 FAX: (864) 848-2157

# COMMERCIAL BUILDING PERMIT APPLICATION

DATE: \_\_\_\_\_

CONSTRUCTION INFORMATION

**New**    **Addition**    **Renovation**    **Roofing**    **Interior Up-fit**

**JOB ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

GREENVILLE COUNTY    SPARTANBURG COUNTY

**TENANT:** \_\_\_\_\_

**OWNER:** \_\_\_\_\_

**TAX MAP NO.** \_\_\_\_\_

**DESCRIPTION OF WORK:** \_\_\_\_\_

\_\_\_\_\_

**OCCUPANY TYPE:**    MERCANTILE    BUSINESS    STORAGE    ASSEMBLY    MULTI-FAMILY    FACTORY/INDUSTRIAL

**TYPE OF CONSTRUCTION:**    I    II    III    IV    V

**VALUE OF WORK (Include Labor & Materials)** \_\_\_\_\_

**TOTAL SQ. FT.** \_\_\_\_\_ **TOTAL SQ. FT (Unheated)** \_\_\_\_\_

**NUMBER OF STORIES** \_\_\_\_\_

**CONTRACTOR/APPLICANT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **CELL:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**State License:** \_\_\_\_\_ **Business License:** \_\_\_\_\_



TO: All Contractors  
FROM: Ruthie Helms, Building Official  
SUBJECT: Inspection Procedures

**No Construction is to begin** until permits have been issued and posted. Application for permit is not approval to begin forming or digging foundations or any other work. Construction can begin once you have posted your card on the job site.

**Double fees will be charged for work that has started without permits**

No inspections will be given before:

- \*Construction entrance in place, 50' x 20' geo-tec mat and gravel
- \*Erosion control in place
- \*Side and rear lot lines marked by string or intermediate stakes
- \*Permit posted directly adjacent to the construction site in an accessible manner
- \*Address Posted with 3" numbers so it is visible from the road

**Permits** shall be posted in a manner which allows inspectors to sign and/or leave comments. Permits shall be protected from inclement weather. Permits shall remain posted through the completion of the building and may be removed at the issuance of the Certificate of Occupancy.

**Inspections:**

- \*Call for inspections when you are 100% ready for the inspection.
- \***We require a 24-hour notice for all inspections.** Inspections must be requested by 4:00 pm in order to be scheduled the next business day. If you are not ready, please cancel the inspection. A **\$50.00 fee** will be charged for locked doors or wrong addresses. A locked structure will be considered not ready for inspection. Again, be sure the work is complete as we do not do punch lists. No inspections will be made until re-inspection fees are paid. Appointments will be made at the discretion of the inspector as deemed necessary.

Call (864)-848-2175 for all inspection requests or by email: [Inspections@cityofgreer.org](mailto:Inspections@cityofgreer.org)

Occupancy Inspections should be requested at least four days prior to closing. An occupancy inspection will not be given the same day a closing takes place. Temporary Certificates will be issued at the discretion of the Building Official.

I have read and understand the above procedures. My signature indicates receipt of this memo.

Applicant's Name: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_