



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.: _____

Pursuant to Section 6-29-1145 of the South Carolina Code of Laws, is this tract or parcel restricted by any recorded covenant or restriction that is contrary to, conflicts with, or prohibits the activity described?

YES or NO (circle one)

DESCRIPTION OF WORK: _____

OCCUPANCY 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 7:00 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)-968-7029 for all inspection requests or by email:

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: _____