

# NOTICE OF REQUIREMENTS FOR CONSTRUCTION PLANS

## SURVEY DRAWINGS, OR THOSE RESEMBLING SURVEY DRAWINGS ARE NOT ACCEPTABLE

To obtain a final inspection, “As-Built” construction plans are to be submitted to Real Property Services and must contain the following:

- Outside dimensions & square footage of structure, including porches decks, bay windows, garages, storage rooms, etc.
- Each floor must have rooms identified

The following must be written on the front of the plans:

- Permit Number
- Tax Map Number
- Your contact information
- First floor heated square footage
- Second floor heated square footage
- Story height: 1 story, 1 ½ story, 2 story etc.
- Square footage of bonus room over garage
- Foundation type (slab on grade, crawlspace, etc)
- Finished or unfinished basement area square footage
- Type of exterior finish

Dimensions, square footage, etc. must be large enough to read with the naked eye.

Failure to provide all the required information may result in a delay in obtaining a final inspection.

**Note: A minimum of three (3) days is required for processing**

**GREENVILLE COUNTY REAL PROPERTY  
BUILDING PLAN RECEIPT**

Complete this form and present it to Real Property Services  
along with a copy of your "as-built" plans.

\_\_\_\_\_  
Permit Number \_\_\_\_\_ Tax Map Number \_\_\_\_\_

\_\_\_\_\_  
Property Address \_\_\_\_\_ Subdivision \_\_\_\_\_

Number of Above Grade Levels \_\_\_\_\_ Model Name \_\_\_\_\_

- First Floor Finished SF \_\_\_\_\_
- Second Floor Finished SF \_\_\_\_\_
- Third Floor Finished SF \_\_\_\_\_

Basement SF: Finished \_\_\_\_\_ Unfinished \_\_\_\_\_

Number Bedrooms: \_\_\_\_\_ Number Bathrooms: Full \_\_\_\_\_ Half \_\_\_\_\_

Number Fireplaces: \_\_\_\_\_

Foundation: \_\_\_\_\_ (more than one may apply)  
(Crawl Space, Slab, Basement)

Exterior: \_\_\_\_\_ (more than one may apply)  
(Brick, Vinyl, Hardiplank, etc.)

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Submitted By: \_\_\_\_\_ Date Submitted \_\_\_\_\_

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Real Property Services:

Received By \_\_\_\_\_ Date Received \_\_\_\_\_

\_\_\_\_\_

**S.C. Code of Laws SECTION 12-43-240.** Counties shall require building permits; copies shall be furnished to assessor.

All counties shall require by law or ordinance that building permits be issued to persons engaging in new construction or renovation and such permits shall correspond to minimum requirements of the department. The county shall furnish a copy of the building permit to the assessor within ten days after such issuance.

Every municipality in the county requiring building permits shall furnish copies of said permit to the county assessor within ten days after such issuance.

**Greenville County Ordinance:**

Building and Construction  
Chapter 5  
II Regulatory Codes

Section 106.2 Submittal of Floor Plans: The owner, builder or his agent shall submit to the Greenville County Real Property Services Division a copy of the "as-built" floor plans for each home constructed, prior to the request for Final Inspection, in sufficient detail to show the information required under South Carolina Code of Regulations Section 117-1740.1 and 117-1740.3