



Code Compliance Division

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www.greenvillecounty.org

Procedure
Validity of Application/Permits

Noting: Some older permits may not qualify to be updated. Some maybe closed at the request of a supervisor.

105.5 Expiration. Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

A permit is valid for 180 days from the date of purchase or from the last inspection. It becomes void & null after that time. (180 days is a few days short of being 6 months)

A written request for an extension may be granted at no cost to a customer, if the permit has not exceeded the 180 day period. Or, if the permit has just expired in the past month.

To activate a permit between the 180 day and twelve-month period, it will be one-half the original permit cost or \$40.00 for each remaining inspection (Four finals = \$160.00); whichever is less expensive. If it is after the twelve-month period, then the customer must pay the original permit cost to re-activate the permit. Or, if it is less expensive, the customer may pay \$40.00 for each remaining inspection. The customer must put the request in writing. The Permit Technician will schedule a progress inspection to the appropriate chief noting "request to update" and indicating the required fee. The inspectors will inspect the job confirming the current activity, approving or disapproving the request; note it in the inspection results and create a picture file if needed.

The only exception to this is if the customer provides us with a letter stating a hardship. Example: Death or an extended stay in the hospital. A Supervisor must approve any other exceptions. And the exception needs to be noted in the permit.

All updates require that the customer complete a request for permit extension. And, the PT must schedule and approve a progress inspection.

It may be necessary to give the customer another blue permit card showing all of the existing approved inspections. Attach the white permit copies to the back of the card.

December 3, 2018

Greenville County

Greenville County Square
301 University Ridge, Suite 4100, Greenville SC 29601-3686
Phone (864) 467-7060 Fax (864) 467-7407
permits@greenvillecounty.org

Date: _____

Request for Permit Extension

Permit Number(s): _____ Address: _____

Telephone Number: _____ Fax Number: _____

Email: _____

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(Please Print)

Justification for extension: _____

Print Name: _____ Signature: _____

Please do not write below this line

Approved: _____ Disapproved: _____ Date: _____

Reason: _____

Signature: _____