

Commercial Permitting - Frequently Asked Questions

Greenville County Planning and Code Compliance

Greenville County Square

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Requirements and Answers to Frequently Asked Questions.

- 1 A Design Professional is required if:
 - The Tenant Space or Total Building is over 5000 square feet, per SC State Law.
 - The Tenant Space is classified as or the Building Contains an Assembly, Educational, Institutional or Hazardous occupancy, regardless of size, per SC State Law.
- 2 Preliminary Building Plan Reviews:
 - A preliminary review can be done on any project. Preliminary reviews are available by appointment only and are strongly encouraged for complex projects. See the Commercial Plan Review Preliminary Meetings document for addition information.
- 3 A SC Licensed General Contractor is required if:
 - Cost of work is over \$10,000 , per SC State Law. or
 - Structural, Mechanical, Electrical, Plumbing or Other work - As required by the Building Official, based on the scope of work, per SC State Law.
 - A SC Licensed Residential Home Builder can be hired for Commercial Multi-Family not exceeding 3 stories with a maximum of 16 units, per SC State Law.
 - Commercial Solar Installations require a General Contractor despite cost or size.
- 4 Grading Permits and Approval:
 - May be required if there is any land disturbance, paving, gravel or structures placed on site:
 - An approved set of LDD plans will be required as part of all commercial plan review submittals.
 - Land Development Questions: 864-467-4610 for requirements
- 5 Sewer, Septic and Grease Trap Permits and Questions:
 - Septic Tank / Grease Interceptor Questions: DHEC 885-731-2504
 - Sewer / Grease Interceptor Questions: REWA864-299-4000 and Metro 864-277-4442
- 6 Zoning / Planning Review and Approval:
 - The property is zoned PD, FRD, NC, POD. These Review Districts must receive zoning approval prior to building plan submittal.
 - Zoning Questions: 864-467-7425
- 7 Floodplain Review and Approval:
 - If floodplain is on or adjacent to a parcel additional information may be required.
 - Floodplain Questions: 864-467-7523
- 8 Demolition Permits:
 - A demolition permit is required when an existing building is completely or partially demolished. This enables the tax office to remove said building or portion of a building from the tax rolls. A site plan and a project description may be required.
 - Permits may not be required to do demolition work inside a Commercial Building, contact a Plans Examiner for verification.

- 9 Sign Reviews:
 - Applications are available with Submittal Guidelines, Policies and Ordinance.
 - Signage Questions: 864-467-7572
- 10 Tax Map Number:
 - The application process cannot be completed without this number. This number can be obtained from the owner of the property or the Greenville County GIS system Our computer system will not allow us to complete entries
- 11 Address:
 - Every application shall be provided with a full and complete address, including unit number. If there is not a blank for the unit number, please includes it in the notes section.
 - Address are created and assigned by E-911 Services.
 - E-911 Questions: 864-467-5914
- 12 Application Number:
 - This Application / Tracking Number will ultimately become your Permit Number. All correspondence will require this number. Email subject lines should start with this Number followed by the project name.
 - Tracking and correspondence for a project prior to issuance of a Tracking Number should use the Tax Map Number as shown on the application.
 - Review Status can be followed through the submittal portal that plans were uploaded though.
- 13 Change of Tenant (Feasibility) Inspections:
 - If you are a new tenant moving into an existing location, a permit is required, this permit will determine if this location is feasible for your business. Approved inspections will result in a Certificate of Occupancy to occupy the space and run your business.
 - Feasibility Questions: Zoning: 864-467-7425 and Building 864-467-7508
- 14 Mobile Food Trucks / Trailers
 - All Mobile Food Units shall be located 10' from property lines, other units and structures. Units shall not block Fire Department Access, driveways, or parking. Units shall be insured, tagged. Units shall remain mobile at all times and be able to be relocated at a moment's notice. Inspection decals for DHEC and Greenville County Fire Inspection shall be properly displayed.
 - Contact DHEC and a local Fire Marshal for inspections and guidance.