



Building and Development Standards
301 E. Poinsett Street, Greer SC 29651
Telephone (864) 801-2009 Fax (864) 801-2020

ZONING AND COMPLIANCE/OCCUPANCY APPLICATION

(\$50 Zoning Fee and \$20 Certificate of Occupancy Fee due with application)
COMPLETE ALL INFORMATION

Date _____

Property Address _____

Parcel Identification Number: _____ County: Greenville Spartanburg

Name of Business _____

Describe your Business _____

Square footage of space _____ Do you; Rent Own Lease

Applicant Name _____ Telephone _____ Fax _____

Applicant Address _____

E-Mail _____

Property Owner _____ Telephone _____

Permit for Proposed Work:

- Principal Structure
- New Construction
- Accessory Structure
- New Business
- Addition
- Renovation
- Change of Address
- Owner Change
- Other

Date Planning to Open: _____
Who should we contact to schedule inspection: _____
Contact Phone number: _____

Please provide two (2) local contacts and phone numbers in the event of an emergency after hours:

1) Name: _____ Cell/Phone# _____

2) Name: _____ Cell/Phone# _____

Buildings or spaces within buildings are not allowed to be occupied without a current Certificate of Occupancy issued in the name of the tenant occupying that building or space. In some cases, a Temporary Certificate of Occupancy may be issued for a fixed period of time to allow for minor repairs. All life safety requirements are required to be in compliance before a building or space may be occupied.

This is your APPLICATION (not your permit to occupy) and it must be approved by all departments in order to occupy your space. If you are planning renovations, you must inform the Building Inspections Department and possibly arrange permits.

NOTE: A re-inspection of \$20.00 will be charged for additional trips made due to the building not being open for inspection or as a result of required work not being completed within the time frame.

This Certificate of Zoning Compliance/Occupancy is issued in accordance with Sec 9:2.1 of the City of Greer Zoning Code. If a request is denied, the property owner has the right to appeal within 15 days of this determination. Appeal forms are available in the Building and Development Standards Department of the City of Greer.

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

Yes No

The applicant certifies information in this application is true and correct. If any information is false or misleading, the zoning permit shall be considered void.

Signature of owner or agent _____
(If agent, describe type of relationship.) Application will not be reviewed until ALL information is completed.

OFFICE USE ONLY

Zoning District _____ Required Parking Spaces _____

Airport Environs Yes No Landscaping Required Yes No

Proposed Use is Permitted Special Exception Prohibited

Same Use Change of Use

Zoning Permit Approved Denied Temporary

Setbacks-Closest distance from the roof overhangs to each of the following property lines

Front _____ Side (left) _____ Side (right) _____ Rear _____

Flood Hazard Area Yes No Map Panel Number _____

Conditions/Reasons _____

Date _____ Zoning Coordinator/Designee _____