



BUILDING & DEVELOPMENT STANDARDS  
PHONE: 864-848-2150  
FAX: 864-848-2157

**BUILDING PERMIT APPLICATION**

DATE: \_\_\_\_\_  
CONTRACTOR/APPLICANT: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
CONTRACTOR LICENSE #: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_  
TYPE OF LICENSE: Residential or Commercial GC  
BUSINESS LICENSE #: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_  
TELEPHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

Circle One: GREENVILLE / SPARTANBURG COUNTY

OWNER: \_\_\_\_\_ TAX MAP #: \_\_\_\_\_  
JOB ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
SUBDIVISION: \_\_\_\_\_ LOT #: \_\_\_\_\_

CONSTRUCTION INFORMATION CONSTRUCTION VALUE: \_\_\_\_\_  
TYPE: Residential or Commercial HOUSE PLAN: \_\_\_\_\_  
New \_\_\_ Addition \_\_\_ Renovation \_\_\_ Roofing \_\_\_ Upfit \_\_\_  
CIRCLE ONE: Crawl Space or Slab CIRCLE ONE: Gas or Electric or Both  
OCCUPANCY: Residential \_\_\_ Mercantile \_\_\_ Business \_\_\_ Storage \_\_\_  
Factory/Industrial \_\_\_ Hazardous \_\_\_ Assembly \_\_\_ Utility \_\_\_  
TYPE OF CONSTRUCTION: I A-B II A-B III A-B IV V A-B Total Area: \_\_\_\_\_  
Floor areas in sq feet: Heated/Living: \_\_\_\_\_ Basement Finished: \_\_\_\_\_ Unfinished: \_\_\_\_\_  
Unheated Garage: \_\_\_\_\_ Storage: \_\_\_\_\_ Porches: \_\_\_\_\_ Decks: \_\_\_\_\_ Other: \_\_\_\_\_

Proof of Contractor eligibility is required at time of application (i.e. copy of contractor's license, business license, general liability insurance, copy of contract for commercial work.)

This is an application. You must have a permit prior to beginning construction. If construction begins prior to obtaining a permit, your **Permit Fee will be double.**

CITY OF GREER  
SUB CONTRACTORS LIST



Please Complete All Information

DATE: \_\_\_\_\_

Job Site Address \_\_\_\_\_

Tax Map # \_\_\_\_\_

SubDivision \_\_\_\_\_

Phase \_\_\_\_\_

Contract Amount \_\_\_\_\_

General Contractor \_\_\_\_\_ Phone \_\_\_\_\_

Company Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ Contract \$ \_\_\_\_\_

	Company Name	Address	Phone	Phone	Contract \$
Survey Crew					
Grading/Excavating					
Ground Treat/Pest Control					
Footing Crew					
Brick/Block Masons					
Framing Crew					
Roofers					
Plumbing					
Mechanical (HVAC)					
Electrical					
Gas					
Drywall Crew					
Siding Installers					
Insulation					
Landscape					
Concrete Finisher					

CITY OF GREER  
SUB CONTRACTORS LIST



Please Complete All Information

DATE: \_\_\_\_\_

Job Site Address \_\_\_\_\_

Tax Map # \_\_\_\_\_

SubDivision \_\_\_\_\_

Phase \_\_\_\_\_

Contract Amount: \_\_\_\_\_

General Contractor \_\_\_\_\_

	Company Name	Address	Phone	Phone	Contract \$
Painter					
Floor Installer					
Cabinet Installer					
Carpenter Trim					
Interior Design					
Wallpaper Installer					
Irrigation System					
Locksmith/Alarm System					
Garage Door Installer					
Cleaning Service					
Inspector/Appraiser					
Other					
Other					
Other					

Note: IF ANY ONE OF THESE CREWS ARE EMPLOYED WITH YOUR COMPANY (RECEIVING A W-2 WITHHOLDING STATEMENT) PLACE A \*\* ON THAT LINE.

CITY OF GREER  
SUPPLIERS LIST



Please Complete All Information

DATE: \_\_\_\_\_

Job Site Address \_\_\_\_\_

Tax Map # \_\_\_\_\_

SubDivision \_\_\_\_\_

Phase \_\_\_\_\_

General Contractor \_\_\_\_\_

Company Name

Address

Phone

Phone

Contract \$

Sewer & Septic Supplies				
Concrete Material				
Precast Blocks				
Block & Brick Material				
Masonry Material				
Lumber				
Reinforcing Steel				
Structural Steel				
Siding				
Shingles				
Drywall				
Brick & Mortar				
Mechanical Equipment				
Glass				
Doors				
Windows				
Appliances				





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-tech 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 4:00 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)-848-2175 for all inspection requests or by email: [Inspections@cityofgreer.org](mailto: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: \_\_\_\_\_