



Building Permit Application

For Office Use Only:

Tax Map # _____

Permit # _____ Clerk _____

***Indicates Required Field**

***Date:** _____

***Street Address:** _____

Suite/Unit/Space# _____ Tenant/Business Name: _____

***Tax Map #** _____ **Email:** _____

***Use:**

- | | | | |
|-------------------------------------|---|--|--------------------------------------|
| <input type="radio"/> Single Family | <input type="radio"/> Multi-Family | <input type="radio"/> Duplex | <input type="radio"/> Garage/Carport |
| <input type="radio"/> Office | <input type="radio"/> Retail/Restaurant | <input type="radio"/> Hospital/Medical | <input type="radio"/> Church/School |
| <input type="radio"/> Gas/Garage | <input type="radio"/> Retaining Wall | <input type="radio"/> Hotel | |
| <input type="radio"/> Other _____ | *Cost of job (Contract Amount): \$ _____ | | |

***Type of Work:**

- | | | | |
|------------------------------------|----------------------------------|------------------------------|--------------------------------|
| <input type="radio"/> New Building | <input type="radio"/> Alteration | <input type="radio"/> Repair | <input type="radio"/> Addition |
|------------------------------------|----------------------------------|------------------------------|--------------------------------|

***Applying for a Commercial Corridor Façade Improvement Grant?** Yes No

If Yes, Which Corridor: _____

***Brief Description:**

***Square footage of new building/addition:** _____ ***Square footage of existing building (if applicable):** _____

***For New Construction:**

Baths _____ Half Baths _____ Bedrooms _____ # Buildings _____ # Units _____ # Stories _____

***Heated Area Sq Ft** _____ ***Foundation Type** _____

***Finished Basement Area** _____ ***Non-Heated Area SqFt** _____

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Building Permit Application

RESIDENTIAL PROPERTY OWNERS DOING THEIR OWN WORK: Homeowner exemption form must be completed and Disclosure Statement filed with the County Register of Deeds. All persons hired to perform work must be properly licensed by the Residential Builders Commission or Contractor’s Licensing Board and have a current City of Greenville business license. List any contractors working on this project below. **VIOLATION OF ANY PART OF THIS AGREEMENT SHALL VOID ALL PERMITS.**

Name: _____ Trade: _____

Name: _____ Trade: _____

Name: _____ Trade: _____

Name: _____ Trade: _____

Name: _____ Trade: _____

Name: _____ Trade: _____

***Signed:** Property Owner _____ Date _____

Phone: _____ Email: _____

***Contractor:** _____ Office Phone: _____ Mobile Phone: _____

Address: _____

***State License Agency (Choose One):**

South Carolina Contractors’ Licensing Board

South Carolina Residential Builders Commission

***State License Classification:** _____ ***State License Number:** _____

State License Limitation: _____ Architect: _____

Architect Email: _____ Architect Phone: _____

By signing this application, I certify that I am an authorized agent for the company performing the work stated above and that all information provided is true. I further understand that if any information provided is found to be incorrect or falsely stated that this permit will be null and void and that I may be responsible for violation of other related state laws and local ordinances.

***Please Print Name** _____ ***Date** _____

***Signed** _____

***Phone Number:** _____ ***Email:** _____

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City of Greenville Building Department
P.O. Box 2207 Greenville, SC 29602
Phone: (864) 467-4550 Fax: (864) 467-5715

Building Permit Application

Checklist For Building Applications Requiring A Site Plan, City Of Greenville

Please check-off all questions verifying that the required minimum information is submitted with your Application. Incomplete or inaccurate submissions will not be accepted.

1. The Applicant has completed all “Required Fields” on the **“Application for Site Plan Permit”** or an explanation is provided as to why an item is not completed.
2. The attached Applications are signed and dated by the Applicant and Property Owner or Authorized Agent (some forms must be signed by the “Owner”).
3. There are separate Applications for each Permit requested (e.g., one for each “Sign”, etc.).
4. **If the proposed activity meets any of the criteria listed below, an “Application for Site Plan Permit”, a “Site Plan Permit Standard Conditions Acknowledgement” (‘Single Family’ or ‘Non Single Family’), and eight (8) copies of a Site Plan are submitted:**
 - a. All newconstruction
 - i. The Application is accompanied by a completed “Site Plan Permit Checklist” (‘Single Family’ or ‘Non Single Family’) in addition to the Items listed above.
 - b. If the proposed activity meets any of the following criteria, the Zoning Administrator or Permit Coordinator may reduce the scope of the otherwise-required Site Plan information to reflect conformance with the relevant standards.
 - i. Modifications affecting the building or structure footprint (“building envelope”)
 - ii. Modification, or enclosure, of building features originally exempt from zoning dimensional standards (porches, balconies, breezeways, etc.)
 - iii. Establishment of a land use at an existing, but currently-vacant, building location
 - iv. Change from one use to another as reflected in Sec 19-4.1.2, Table of Uses, of the City Code
 - v. Development requiring the correction of nonconforming parking, screening, or landscaping
 - c. N/A
5. **If the Applicant answers “Yes” to any of the 3 questions below, the Applicant is submitting a Stormwater Permit Application, Checklist, Report, and Plans.**
 - a. Does the proposed activity disturb more than 10,000 square feet (for example, 100’x100’)?
 - b. Is the property part of a larger development? For example, is it located within a subdivision, shopping complex, or an office park?
 - c. Is the property located next to a creek or a large ditch that carries water or within a Floodplain? (If the Applicant does not know, he can use the “where is my house” web app from the City’s homepage to determine if he is in the floodplain or the Permit Coordinator can assist in this determination).
 - d. N/A

Applicants must answer the following questions to determine the type of Stormwater Permit required. If one is required, the Applicant must seek the assistance of a licensed Architect, Landscape Architect, Land Surveyor, or Engineer.

6. **If the Applicant answers “YES” to any of the following, a Major Stormwater Permit is required.**
 - a. Disturbs more than two (2.00) acres; or,
 - b. Creates a total new impervious surface of 0.25 acres or more; or,
 - c. Located in a Regulatory Floodplain; or,
 - d. Modifies a riverine flood-prone area where the tributary drainage area is 40 or more acres; or,
 - e. Modifies a non-riverine flood-prone area where the tributary drainage area is 20 or more acres; or,
 - f. Located in a depressional storage area having a storage of 0.75 acres-feet or more; or
 - g. Impacts a wetland or riparian environment of 1/10 acre or more within an area defined as Waters of the U.S. or Waters of the State.
 - h. N/A

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Building Permit Application Checklist For Building Applications Requiring A Site Plan, City Of Greenville

7. **If the Applicant answers “N/A” to all of the questions in Item # 6 above, a Minor Stormwater Permit is required if the proposed activity includes either of the following:**
- a. Disturbs one (1.00) acre or more of the surface of the land; or,
 - b. Creates a total impervious surface area ratio (area-of-rooftop-and-paving ÷ total project area) of 60-percent or greater.
 - c. N/A
8. If the Applicant answers “N/A” to all of the questions in Item #'s 6 and 7 above, then all that is required is a Soil Erosion and Sediment Control Permit. If the proposed activity constitutes the construction or land improvement of a single- or two-family residence or their accessory structures and is not part of a “Larger Common Plan”, the Applicant is not required to submit a Stormwater Permit Application. However, the Applicant must submit a **“Site Plan Permit Standard Conditions Acknowledgement”** referenced in Item #4 above.

The Applicant hereby affirms that this Checklist is true and correct to the best of his knowledge and that he has provided full disclosure of the relevant facts of the attached Application.

*Applicant (Print) _____ *Date _____

*Applicant (Signature) _____

*Email _____ *Telephone _____

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Building Permit Application

Checklist For Building Applications Requiring A Site Plan, City Of Greenville

Building Fee Schedule	
\$ 0 – 2,000.00	\$45.00
\$2,000.01 – 3,000.00	\$50.00
\$ 3,000.01 – 50,000.00	\$50.00 for the first \$3,000.00 plus \$6.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00. Ex: Fee for \$3,000.01 to \$4,000.00 is \$56.00.
\$ 50,000.01 – 100,000.00	\$327.00 for the first \$50,000.00 plus \$5.30 for each additional \$1000.00 or fraction thereof, to and including \$100,000. Ex: Fee for \$50,000.01 to \$51,000.00 is \$332.30.
\$ 100,000.01 – 500,000.00	\$593.00 for the first \$100,000.00 plus \$4.00 for each additional \$1000.00 or fraction thereof, to and including \$500,000.00. Ex: Fee for \$100,000.01, \$100,001 to \$101,000.00 is \$597.00.
\$ 500,000.01 and up	\$2190.00 for the first \$500,000.00 plus \$2.66 for each additional \$1000.00 or fraction thereof. Ex: Fee for \$500,000.01 to \$501,000.00 is \$2192.66.

Plan Reviews	
Plan review fees will be charged for all new buildings, additions, decks and for any alterations.	
Fees	
Up to \$ 50,000	\$50.00
\$ 50,000.01 – 100,000	\$146.00
\$ 100,000.01 – 250,000	\$233.00
\$ 250,000.01 – 500,000	\$333.00
\$ 500,000.01 and up	\$333.00 plus \$0.41 per \$1000.00, or fraction thereof over \$500,000.
If you have a building permit with plans, add your building permit fee and your plan review fee together.	

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Building Permit Application Required Number of Plans for Permits

Residential - New

Site Plans - 8 sets
Building Plans- 3 sets
Completed Site Plan Permit Application
Completed Site Plan Permit Conditions Acknowledgement
Completed Site Plan Permit Checklist
Completed Building Permit Application

Residential Additions Where Work Is Occurring Beyond the Existing Building Footprint (This will include decks, patios, garages, outbuildings, pools, pool houses, etc.)

Site Plans - 8 sets
Building Plans - 3 sets
Completed Site Plan Permit Application
Completed Site Plan Permit Conditions Acknowledgement
Completed Site Plan Permit Checklist
Completed Building Permit Application

Residential Alterations - Interior Only!

Building Plans - 3 sets
Completed Building Permit Application

Commercial – New or Addition Where Work Is Occurring Beyond the Existing Building Footprint

Site Plans - 8 sets
Building Plans - 3 sets
Completed Site Plan Permit Application
Completed Site Plan Permit Conditions Acknowledgement
Completed Site Plan Permit Checklist
Completed Building Permit Application

- Storm Water Permit may be required depending on scope of work
- Site Grading Permit required for any earth disturbing activity

Commercial or Residential Retaining Wall

Pre-Approved Site Plans - 4 sets Proposed
Retaining Wall Plan - 4 sets Completed
Building Permit Application

Commercial Alterations - Interior Only!

Building Plans - 3 sets
Completed Building Permit Application
Completed Certificate of Compliance Form (**TENANT CHANGE or NEW TENANT ONLY**)

Parking Lot Additions & Alterations

Site Plans - 8 sets
Completed Site Plan Permit Application
Completed Site Plan Permit Conditions Acknowledgement
Completed Site Plan Permit Checklist

- Storm Water Permit may be required depending on scope of work
- Site Grading Permit required for any earth disturbing activity

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