

CERTIFICATE OF OCCUPANCY APPLICATION

Office Use Only



Building Inspections Department
 PO Box 1749
 Spartanburg, SC 29304-1749
 Phone - 864-596-2041 • Fax - 864-596-2833

Clerk	Permit #
Date Rec'd	Fee \$40.00
Planning	Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date
Comments	
Civil Eng	Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date
Comments	
Bldg Insp	Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date
Comments	

This is your Application (not your permit to occupy) and it must be approved by all departments in order to occupy a building or space inside. You must apply in person. If you are planning renovations, you must inform the Building Inspections Department & possibly arrange for permits.

Date of Application	Is This a Home Occupation? Yes <input type="checkbox"/> No <input type="checkbox"/>	Date Planning to Open
Business Address <small>(# Suite Number)</small>	Mailing Address	
Business Name <small>(Exactly as it is to appear)</small>	Business Owner	
Type of Business <small>(Storage Office, Retail, etc.)</small>	Phone Numbers (Please Provide Cell Number)	

Building Owner/Agent & Contact Number	Former Business at This Location
Describe Your Business Activity	<input type="checkbox"/> New Business <input type="checkbox"/> Change of Use (Occupancy) <input type="checkbox"/> New Building <input type="checkbox"/> Change of Name or Owner

Type of Sign to be Installed					
New <input type="checkbox"/>	Existing <input type="checkbox"/>	None <input type="checkbox"/>	Wall Sign <input type="checkbox"/>	Portable <input type="checkbox"/>	
Face Change Only <input type="checkbox"/>			Pole Sign <input type="checkbox"/>	Banner <input type="checkbox"/>	
<p>Note: A sign permit is required for all signs being installed. The sign contractor must apply for the permit if a sign contractor is installing the sign. A licensed electrician must apply for an electrical permit if sign is lighted. Plan review is required for all signs.</p> <p>For questions about signs call the Planning Department at: (864) 596-2068.</p>					

Buildings or spaces within buildings may not be occupied without a current Certificate of Occupancy Permit (CO) issued in the name of the tenant occupying that building or space. A Temporary Certificate of Occupancy may be issued for a short but fixed period of time to allow for minor repairs. All life safety requirements must be in compliance before a building or space is occupied. After zoning approval is received - the space must be stocked before inspection, but you may *not* open to the public, until CO is issued.

Note: A re-inspection fee of \$40.00 will be charged for each additional inspection attempt made due to inaccessibility or required corrections.

Signature	Print Name
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Are Permits Required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Is A Feasibility Inspection Required?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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