



Clerk _____ Permit# _____

Planning Approval _____

Comments _____

Building Approval _____

Comments _____

Building Inspection Department
 440 S. Church Street, Suite A
 Spartanburg, SC 29306
 Phone 864-596-2041 Fax 864-596-2833
 E-mail: cteague@cityofspartanburg.org, jflorek@cityofspartanburgu.org

\$ 40.00 FEE

24 HOUR INSPECTION NOTICE REQUIRED- FOR INSPECTIONS CALL TIM WILSON AT 864-596-2832
NOTE: A RE-INSPECTION FEE OF \$ 40.00 WILL BE CHARGED FOR EACH ADDITIONAL
INSPECTION ATTEMPT MADE DUE TO INACCESSIBILITY OR REQUIRED CORRECTIONS.

CERTIFICATE OF OCCUPANCY APPLICATION

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. If you are planning renovations, you must inform the Building Inspection Department and pull permits if required.

DATE OF APPLICATION	IS THIS A HOME OCCUPATION YES _____ NO _____	DESIRED INSPECTION DATE
BUSINESS ADDRESS	MAILING ADDRESS	
BUSINESS NAME	BUSINESS OWNER	
DESCRIBE YOUR BUSINESS ACTIVITY	PHONE/CELL NUMBERS	
BUILDING OWNER OR AGENT AND PHONE NUMBER	PREVIOUS BUSINESS AT THIS LOCATION	
NEW BUILDING _____ OR NEW BUSINESS _____	CHANGE OF USE (OCCUPANCY) _____	
	CHANGE OR OWNER _____ OR BUSINESS NAME _____	

TYPE OF SIGN: NEW _____ EXISTING _____ WALL _____ POLE _____ BANNER _____ PORTABLE _____ FACE CHANGE ONLY _____ NONE _____	
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 THE SIGN IS LIGHTED. THE PLANNING DEPARTMENT ISSUES SIGN PERMITS, FOR QUESTIONS ABOUT SIGNS CALL PLANNING DEPARTMENT 864-596-2068.	
BUILDINGS OR SPACES WITH BUILDINGS MAY NOT BNE OCCUPIED WITHOUT A CURRENT CERTIFICATE OF OCCUPANCY (CO) ISSUED IN THE NAME OF THE TENANT OCCUPYING THAT BUILDING OR SPACE. A TEMPORARY CERTIFICATE OF OCCUPANY 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.	
SIGNATURE:	PRINT NAME:

IS A FEASIBILITY INSPECTION REQUIRED _____ YES _____ NO PERMITS REQUIRED _____ YES _____ NO