



Department of Building Safety
 4795 South Church St. Ext. - Suite
 2 Roebuck, SC 29376
 864-586-6111

OCCUPANCY PERMIT APPLICATION

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PLEASE DIRECT ANY QUESTIONS TO PERMITS@CCISERVICESLLC.COM OR 864-586-6111 EXT 2
PROOF OF ID MUST BE SUBMITTED WITH APPLICATION
IF THIS IS A NEW BUSINESS, THE BUSINESS LICENSE APPLICATION MUST
BE SUBMITTED AT THE SAME TIME AS THE OCCUPANCY PERMIT APPLICATION.

OFFICE USE ONLY:

APPLICATION SUBMITTAL DATE: _____	RESIDENTIAL _____	PERMIT FEE: \$ _____	FACILITATOR'S INITIALS _____
PERMIT NUMBER: _____		CONV. FEE: \$ _____	
CODE ANALYSIS REQUIRED?: YES _____ NO _____	COMMERCIAL _____	TOTAL: \$ _____	

REQUEST FOR OCCUPANCY PERMIT FOR THE PROPERTY LOCATED AT:

STREET ADDRESS: _____		SUITE: _____	STATE: _____	ZIP _____
NAME OF BUSINESS/LESSEE: _____		BUSINESS OWNER NAME: _____		
TYPE OF BUSINESS: _____				
BUSINESS OWNER'S EMAIL ADDRESS: _____			BUSINESS OWNER'S PHONE # WITH AREA CODE: _____	
EMERGENCY CONTACT NAME: _____			EMERGENCY CONTACT'S PHONE # WITH AREA CODE: _____	

PREVIOUS OCCUPANCY INFORMATION:

NAME OF FORMER BUSINESS AT THIS LOCATION: _____				
NAME OF BUILDING OWNER/AGENT: _____			OWNER'S / AGENT'S PHONE # WITH AREA CODE: _____	
STREET ADDRESS: _____		SUITE: _____	STATE: _____	ZIP _____

OCCUPANT USE(S) - CHECK ALL THAT APPLY BELOW: TOTAL SQUARE FOOTAGE OF BUILDING: _____

RETAIL	OFFICE	RESTAURANT / BAR	OTHER (describe)
NEW BUSINESS	NEW LOCATION	CHANGE OF BUSINESS	OWNERSHIP CHANGE

SIGNAGE and POWER:

Is a sign being installed? YES (what type of sign) _____ NO _____

If a sign is to be installed, a sign permit is required. If a sign contractor is to install the sign, they must apply for the permit. If the sign is a lighted sign, an electrical permit is required to be applied for by a licensed electrician.

Is the power on in the building/space? YES _____ NO _____ (if NO, let the Inspector know when you make the occupancy inspection appointment)

CHANGE OF OCCUPANT FEE and CODE ANALYSIS FEE

Change of Occupant Fee (Up to 10,000 sq ft) \$135.00
 Change of Occupant Fee (10,001 sq ft & up) \$235.00
 Code Analysis Review Fee..... \$155.00

**A 3% CONVENIENCE FEE WILL BE ADDED TO ALL CREDIT/DEBIT CARD PAYMENTS.
 THERE WILL BE A \$30.00 SERVICE FEE ON ALL RETURNED CHECKS.**

*When a change of occupancy type is made of a facility it may require a code analysis to be completed by a registered design professional.

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 codes are required to be in compliance before a building or space may be occupied.

THIS IS AN APPLICATION AND RECEIPT. THIS IS NOT A PERMIT TO OCCUPY THE BUILDING.

**** ALL BUSINESSES ARE REQUIRED TO PROVIDE A KNOX BOX FOR FIRE DEPARTMENT ACCESS ****
The Knox Box must be mounted OUTSIDE the business between 6 to 8 feet in height
 (You may visit www.knoxbox.com for more information)

SIGNATURE:

APPLICANT'S NAME (printed):	COMPANY NAME:	TITLE:
APPLICANT'S EMAIL ADDRESS:		APPLICANT'S PHONE # WITH AREA CODE:
APPLICANT'S SIGNATURE:		

PERMIT REQUESTS RECEIVED AFTER 4:00pm WILL BE PROCESSED THE NEXT BUSINESS DAY.

PLEASE CLICK THE SUBMIT BUTTON TO SEND YOUR COMPLETED APPLICATION AND ATTACH ALL REQUESTED DOCUMENTS