



231 E. Hayne Street
 PO Box 1389
 Woodruff, SC 29388
 864-476-8154

OCCUPANCY PERMIT APPLICATION



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

PLEASE DIRECT ANY QUESTIONS TO BEKKI PHILLIPS (RPHILLIPS@CITYOFWOODRUFF.COM) OR CALL 864-476-8154
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..... \$53.00
Code Analysis Review Fee..... \$105.00

**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