



City of Inman  
20 S. Main Street  
Inman, SC 29349  
864-472-6200

# OCCUPANCY PERMIT APPLICATION



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

**IF THIS IS A NEW BUSINESS, THE BUSINESS LICENSE APPLICATION MUST  
BE SUBMITTED AT THE SAME TIME AS THE OCCUPANCY PERMIT APPLICATION.  
MUST APPEAR IN PERSON TO OBTAIN PERMIT**

**OFFICE USE ONLY:**

APPLICATION SUBMITTAL DATE: \_\_\_\_\_ RESIDENTIAL \_\_\_\_\_

CODE ANALYSIS REQUIRED \_\_\_\_\_

PERMIT NUMBER(S): \_\_\_\_\_ COMMERCIAL \_\_\_\_\_

FACILITATOR'S INITIAL

\_\_\_\_\_

**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

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 requirements 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.**

NOTE: A re-inspection fee of \$53.00 will be charged for additional trips made due to the building not being open for inspection or as a result of required work not being completed within the time frame.

**SIGNATURE:**

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