

*“Taking the Right Steps to  
Build a Brighter Future for  
Spartanburg County.”*



*Steps to Success for*  
**Commercial and other  
Non-Residential  
Development**  
*in Spartanburg County*

**For further assistance, please contact the following County Departments:**

Building Codes	864-596-2728
Planning and Development	864-596-3570
Engineering	864-595-5320

*Or visit us on the web at:  
[www.spartanburgcounty.org](http://www.spartanburgcounty.org)*

**Additional contacts:**

SCDOT	864-587-4725
SCDHEC	864-596-3327

**COUNTY AGENCIES:**

Spartanburg County Building Codes  
366 N Church Street, Suite 500  
Spartanburg, SC 20303

Spartanburg County Planning  
and Development  
366 N Church Street, Suite 700  
Spartanburg, SC 29303

Spartanburg County Public Works/  
Engineering  
9039 Fairforest Road  
Spartanburg, SC 29303



## ***Planning and Development***

1. An advisory conference must be held with Planning Department Staff to pre-view the project. Staff will discuss fees (Table 2 of the ULMO) and provide the appropriate application (s) and Major/Minor land development checklist.
2. A site plan must be submitted along with fees and completed application. It will be determined, at this point, whether the project must go through Step 3, undergo review by the Planning and Development Commission, and/or comply with the design guidelines.
3. A monthly development review meeting is held with all agencies, including but not limited to, SC Department of Transportation (SCDOT), SC Department of Health and Environmental Control (SCDHEC), Spartanburg County Building Codes and Public Works/Engineering Division, as well as all applicable utility companies. After the meeting, a revised site plan must be submitted according to comments received (if applicable).
4. Upon receipt of required approvals from all other agencies and compliance with applicable regulations, the planning staff will issue your grading and development permits.

## ***Public Works/Engineering Division***

You must complete the appropriate Storm Water Grading application to apply for your permit. This application may be made concurrently with your application to the Planning Department.

Upon receipt of ALL approvals in Planning, you may obtain your grading permit.

**A licensed grading contractor will be required, in accordance with State and Local Laws, to pick up the grading permit and complete the site work.**

After receiving your permit, please contact Public Works/Engineering Division to set up an appointment time for a Pre-Construction meeting. **\*\*This is a required meeting.\*\***



## ***Building and Fire Codes***

1. Submit 2 sets of site plans, modeled by the plan review checklist, and construction drawings signed and sealed by the engineer or architect responsible for the design (if applicable) to the Building Codes Plan Review Coordinator. In addition, you will need to complete the Plan Review Application.
  2. After the plans are approved (and approval has been issued by Planning and Development), your building permit will be issued and you may proceed with the building phase of your project.
  3. Commercial Final Inspection Requests should be in the following order:
    - Public Works/Engineering Division
    - Planning and Development
    - Fire Final
    - Building Codes Final
- Permit Fees WILL vary. Contact the appropriate department for specific information, based on the intent of the proposed project.
  - A licensed general contractor may be required in accordance with State Law.
  - Properties located within MUNICIPALITIES (Town Limits) are not subject to site plan review by the Spartanburg County Planning and Development Department **However**, they must comply with the requirements of all other agencies and have a letter of approval from the appropriate town official.

**\*The Certificate of Occupancy will be issued once ALL final approvals are completed by applicable county departments. \***