



SPARTANBURG COUNTY BUILDING/FIRE CODES

366 N. Church Street (Room 500), Spartanburg, SC 29303

Phone: (864) 596- 2727 Fax: (864)596-2194

COMMERCIAL- REQUIRED PROCEDURES

Step 1: Post Street Address or Lot Number

Spartanburg County Building Codes Department requires that the street address or lot number be posted at each site in clear view from the road. Inspections cannot be made if the inspector is unable to locate the jobsite and a re-inspection fee may be charged.

Step 2: Post the Inspection Card

The inspection card must be on site at the time of the inspection. The onsite inspection card will inform the contractor(s) of the status of the inspections.

Step 3: Verify You have Received the Required Inspection Approvals

The inspection card list each of the inspections or series of inspections in the order in which they will occur.

Work may not progress on any part of the construction project beyond the approval of the last inspection signed off on the permit card. The initials and date of a Spartanburg County Building Inspector on the posted permit card indicate approval. It can be very time consuming and costly for the permit holder to uncover walls or demolish construction that has proceeded past the required inspection point.

Step 4: Provide County Approved Plans

You will receive a copy of County approved plans upon issuance of the building permit. This set of plans must be kept on the job site. Failure to have the approved plans on site at the time of any inspection will prevent the inspector from performing the inspection.

Step 5: Follow the Inspection Scheduling Procedures

All inspections must be requested before 6:30 A.M. the day of the desired inspection. Request made after 6:30 A.M. will be scheduled for the following business day. Inspection times cannot be prearranged or guaranteed. It is not advisable to schedule concrete on the same day as the inspection. The inspection time cannot be guaranteed, and due to workloads, inspectors may run late. Every effort will be made to contact you if the inspector is unable to make your inspection due to workload or circumstance.

You will be given instructions on how to request inspections at the time the permit is issued.

****Please note that commercial projects may have multiple permits (Building, Electrical, Plumbing, Mechanical, Sprinkler, Alarm). It is important that when scheduling inspections the correct permit number be provided (e.g. For electrical inspections provide electrical permit number, For plumbing inspections provide plumbing permit number).***