

General Public Highly Encouraged to Utilize Remote Options, County Adjusting Daily Operations to Reduce Public Visitation

Spartanburg County and its emergency management professionals continue to actively monitor the impact that COVID-19, Corona Virus is having on our community and are adjusting services provided by the County accordingly. In order to decrease the spread of the virus, the County is modifying many business procedures to be more easily accessible remotely or through drop box service.

County employees continue to report as usual, but residents are strongly encouraged to reduce public visits to our facilities and conduct business online, by phone, or utilizing drop box services to the maximum extent possible. By reducing public visits, our ability to continue offering services is greatly enhanced and the public health risk reduced. The following is a listing of the offices that will continue to provide service through these adjusted operations and how citizens may contact and interact with them:

Building Codes

Permits:

- Contractors can apply and pay for permits online through BluePrince: <https://www.spartanburgcounty.org/318/BluePrince-Online-Services>
- Via email at buildingcodes@spartanburgcounty.org
- Via phone at 864-596-2727
- Via fax at 864-596-2194
- Via drop box – a new drop box will be placed within the next several days at the front of the County Administration Building, 366 North Church Street, Spartanburg, SC 29303. Applications and payments must be included together in a sealed envelope labeled **Building Codes**. Checks, cashier's checks and money orders are the only acceptable form of payment for the drop box location. This box will be checked hourly during the work day to ensure timely processing of your application.

Plan & Application Drop Off:

- Commercial plans may be dropped off at the front information desk at the County Administration Building, 366 North Church Street, Spartanburg, SC 29303
- Applications should be dropped off using the drop box described above

Certificates of Occupancy and Certificates of Completion

- Via email by first calling 864-596-3181 and providing project information and your email address. Hard copies will continue to be mailed via US Mail.
- Pick-ups of Certificates of Occupancy are **highly discouraged**

False Alarm – New registrations and Renewals:

- Online at <https://www.spartanburgcounty.org/356/False-Alarm>,
- Via e-mail falsealarm@spartanburgcounty.org,
- Via drop box as described in "permits" above
- Via fax 596-2194
- Via phone 596-3187