

**Greenwood City/County Building Department**

528 Monument St, Room B01, Greenwood, SC 29646-1807  
Telephone: (864) 942-8424 & (864) 942-8478 Fax: (864) 942-8571

Application for:  CODE CLEARANCE

HOME OCCUPATION

Date: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Location: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Old Business Name: \_\_\_\_\_

Name of Business Owner: \_\_\_\_\_

Business Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Description and Type of Business: \_\_\_\_\_

\_\_\_\_\_

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**THIS SECTION TO BE FILLED OUT BY DEPARTMENT STAFF**

G-Pin#: \_\_\_\_\_ Zoning: \_\_\_\_\_ Tax District: \_\_\_\_\_

List Restrictions: \_\_\_\_\_

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You may not lawfully conduct a business until all codes are approved. Failure to disclose pertinent information may result in revocation of this permit and may constitute a code violation, which carries a monetary fine.

This form is required for all businesses located in the County of Greenwood, South Carolina. Before a Code Clearance is issued, you are required to obtain the necessary approvals for code compliance applicable to the location and nature of your business.

Please have the appropriate agencies check off on the form. An on-site inspection of your building will be required. Please set up an inspection time by contacting the applicable department prior to submission of this form. By signing this form, you are agreeing to have an on-site inspection and to meet the Code Clearance before it is issued.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ 1. **Planning Department: Compliance with the Zoning Ordinance**  
Greenwood County Courthouse, Room B-01 – 528 Monument St (864) 942-8636  
Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Disapproved by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ 2. **Building Inspection: Compliance with the Building Code**  
Greenwood County Courthouse, Room B-03 – 528 Monument St (864) 942-8478  
Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Disapproved by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ 3. **Fire Department: Compliance with the Fire Code**  
City Fire Department – 909 South Main St (864) 942-8452  
Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Disapproved by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ 4. **Health Department: Compliance with Health Regulations**  
DHEC – 1736 South Main St (864) 942-3600  
Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Disapproved by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ 5. **Department of Social Services: Day Care Requirements**  
DSS – 1118 Phoenix St (864) 229-5258  
Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Disapproved by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ 6. **Sanitation Department: Compliance with City Ordinance**  
Request Service: Municipal Building, Room 130, 520 Monument St (864) 942-8442  
Type of Service Requested: \_\_\_\_\_  
Size \_\_\_\_\_ Number of pick-ups per week \_\_\_\_\_

**Code Requirement: Greenwood County Courthouse, Room B-03, 528 Monument St (864) 942-8478**  
Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Disapproved by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ 7. **SCDHEC: Compliance with Stormwater Permit**  
DHEC – 1736 South Main St  
--OR--  
**Engineering Department: Compliance with Stormwater Plan**  
Greenwood County Courthouse, Room B-03 – 528 Monument St (864) 942-8639 or 942-8556

A **Home Occupation** is any occupation, profession or hobby carried on by any member of the immediate family residing on the premises; provided there is no commodity sold on the premises except those prepared on the premises. No person is employed other than members of the immediate family residing on the premises. **A signed Home Occupation Agreement must accompany this application for a Home Occupation.**

A **Code Clearance** is the approval given by Greenwood County or the City of Greenwood that the proposed use and/or construction meets the minimum standards of the Zoning, Building and Fire Codes.