



Code and Occupancy Clearance Form

This form is required for all businesses located in the City of Fountain Inn. Before a business license can be issued, you are required to obtain the necessary approvals for code compliance applicable to the location and nature of your business. Upon completion of this clearance form you may mail or bring it with the required license fee to the Finance Department.

YOU MAY NOT LAWFULLY CONDUCT BUSINESS UNTIL A LICENSE IS ISSUED.

Date: _____

Business Location: _____

Space/Unit # _____ Zip _____

Mailing address if different: _____ Zip _____

Business Name: _____ Phone #: _____

Business Owner: _____

Owner/Agent of Building: _____

Square footage of space _____ Do you rent _____, Own _____, or lease _____

Ownership: Corporation _____ Partnership _____ Individual _____ Non Profit _____
LLC _____

Nature of Business:

List in detail your business activities _____

Mixed Use (Check all that apply) Retail _____ Office _____ Restaurant _____ Residential _____

Other (Describe) _____

New Business _____ Change of Business _____ New Building _____ Ownership Change _____

Name Change _____ (Formerly) _____

Location Change _____ (Formerly) _____

Former business at this address _____

Modifications Being Made to this structure: _____

General Contractor: _____ Contact # _____

Engineer: _____ Contact# _____

SIGNAGE

What type of sign will be installed? _____ (sign permit required)

A sign contractor must apply for the sign 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? _____ If not, let the inspector know when you make the occupancy inspection appointment.

Two (2) residential, local names and phone/cell phone numbers of contact persons for Fire Department and Police Department to reach in case of fire or theft after hours: **MUST BE EMERGENCY CONTACT INFORMATION!**

Name: _____ Cell/Phone #: _____
Name: _____ Cell/Phone #: _____

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.

FOR INTERNAL USE ONLY:

Zoning Division: Compliance with Zoning Ordinance

() Approved () Disapproved Zone _____

Setbacks: Front _____
 Side _____
 Rear _____

Signature

Date

Fire Department: Compliance with Fire Code

() Approved () Disapproved

Signature

Date

Inspection Division: Compliance with Building Code

() Approved () Disapproved

Signature

Date

Health Department: Compliance with Health Regulation

Preparing Food: () Yes () No

If you checked yes, please attach a copy of the DHEC Inspection report to this form.

Department of Social Service

Working with children? () Yes () No

If you checked yes, please attach a completed background check.

THIS IS AN APPLICATION AND NOT A PERMIT TO OCCUPY THE BUILDING OR A LICENSE TO OPERATE. Please allow 24 hours for application processing prior to calling for an inspection. To arrange an inspection, please call (864) 409-3334. Calls will be returned within 24 hours if the inspector is not in.

NOTE: If you will be working with children a background check will be required. A re-inspection of \$35.00 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. All checks will be made payable to the City of Fountain Inn.

Signed: _____

Print: _____

Telephone Number: _____

To: Applicants for Certification of Occupancy

An Occupancy inspection is required to ensure health, safety and general welfare of the public and to confirm that the structure complies with criteria of code for public safety.

An Occupancy permit is required when a new business is opened, ownership change, name change, if an existing business moves to a different location or if there is an increase in the number of persons allowed.

If this is a request to increase the occupant load of an existing business a seating plan must be submitted for this project. The seating plan must include dimensions for all areas, rooms, spaces and seating areas. Areas must be crossed hatched or otherwise identified to distinguish it from adjacent seating areas. Plans must include totals for gross square feet and net square feet as defined by the building code. Plans must be drawn to scale with scale clearly identified on plans. All restroom must be shown with fixtures provided for both male and female facilities. The seating plan must include occupant loads, seating arrangements and area calculations. The plan must be signed and sealed by a South Carolina registered Architect. Three hard copies are required for review.

Occupancy inspections are conducted Monday through Friday. Please call no earlier than 24 hours after applying (allowed time for Zoning approval) at 409-3334. Be prepared to give permit number _____, address and name of business as it appears on your application. Calls will be returned within 24 hours if inspector is not in. If you need power released or transferred please inform the inspector at the inspection and it will be called in to the power company when inspection is passed. Please notify whether Duke Energy or Laurens Electric.

If the occupancy of a building change, such as residential to business, to ensure usage will be allowed, I.E. Zoning, the structure should receive a feasibility inspection prior to lease being signed, structure being purchased or application for occupancy made. Please call 409-3334 for Feasibility appointment.

A \$35.00 re-inspection fee is charged if the space is inaccessible or if corrections are not completed in the given time frame. On new construction or alterations to an existing structure, all sub inspections must be finalized prior to an occupancy permit being issued.

Fire alarm, sprinkler or automatic extinguishing systems must have final inspection approval by Fire Department before an Occupancy permit can be released.

Occupancy permits shall be applied for before power may be called in or temporary occupancy granted. An occupancy permit must be approved before a business license is issued.

Install "2A-10BC" rated portable fire extinguisher(s) so the travel distance between extinguishers does not exceed 75 feet. Extinguishers shall be mounted on a bracket or installed in a fire extinguisher cabinet. Current certification tag must be affixed to the extinguisher. Extinguisher shall not be installed in a restroom or closet. Address numbers shall be displayed in front of the building and be legible from the opposite side of the street.

When inspecting for electrical safety, the following items are checked:

1. Unused openings in panel boxes shall be closed
2. The working space in front of panel boxes shall not be less than three (3) feet
3. Extension cords shall not be used as permanent wiring
4. Appliances shall have no live parts normally exposed to contact

When inspecting for building safety, we include:

1. Fire rated tenant separation, if required
2. Exit signs and emergency lighting, if required, shall be operable
3. Exit door hardware, I.E. double cylinder key lock deadbolts on required exits are not allowed. Interior side of lock shall have a thumb latch. Thumb latch deadbolts or safety bars for security purposes shall have a sign, 1 inch letters "Doors to be unlocked when building is occupied".
4. Rated interior doors, I.E. operable closer, doors are not propped open

5. Occupancy classification
6. Exit egress, IE: width of doors, aisle width, travel distance, dead end pockets
7. Handrails, guardrails, steps and landings
8. Heating systems
9. Plumbing system including water fountains, restroom facilities, capped sewer lines
10. Restroom ventilation, IE: operable window or operable fan

If installing new wallpaper or carpet, ask for flame spread information from the supplier. This form must be submitted to the inspector. This list is a general guideline, specific requirements may apply as code requires. If you have any questions please call 409-3334, Building and Zoning Department.