

What Is a Zoning Permit?

A zoning permit is a document signed by the Planning Director or his delegated agent that authorizes the following:

- 1) The commencement of the use of a land or building, and/or
- 2) The erection, construction, reconstruction, restoration, alteration, conversion, or installation of a structure or building.

The zoning permit acknowledges that such use, structure, or building complies with the provisions of the Simpsonville Zoning Ordinance.

When Do I Need a Zoning Permit?

A zoning permit is needed prior to any construction, reconstruction, grading, alteration, demolition, or change in the use of or occupancy of any land, building, or other structure, including temporary uses. **Approval of a zoning permit is a prerequisite to the issuance of a building permit.**

A zoning permit is not required for the following:

- 1) The construction of a single-family residential structure (where permitted) and associated accessory uses and structures;
- 2) Public projects including the construction of any public streets or other public way, grounds, buildings, structures or utility;
- 3) Special events where permitted; and
- 4) Maintenance of any structure that does not involve a material change of use.

Step-by-Step Guide

① Getting Started

- Understand what the zoning will allow for your property by reviewing and completing the “getting started worksheet”

② Pre-Application (optional)

- The pre-application is an optional, informal review; it involves an informational meeting and is intended to help you undergo a preliminary review prior to additional engineering and architectural expenditures
- Contact Simpsonville zoning staff to schedule a pre-application meeting
- Submit your completed “getting started worksheet” and a draft site plan or sketch drawing (these materials may be electronically submitted to zoning staff in advance or brought to the scheduled pre-application meeting)

③ Submit Application Package

- Compile and submit all items listed on the submittal checklist (see below), including a completed application

④ Staff Review and Approval

- Staff will conduct a formal review for compliance with the zoning ordinance; staff generally strives to complete its review in five business days or less
- Staff may contact you for additional information or ask you to revise and re-submit materials in order to demonstrate compliance with the zoning ordinance
- Once approved, you will be issued a zoning permit or zoning approval, and you are then eligible for a building permit, if applicable, or a business license, if a building permit is not required

Submittal Checklist*

*Staff reserves the right to request additional information as necessary

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| <input type="checkbox"/> Completed Application | <input type="checkbox"/> Supplemental Forms, where applicable |
| <input type="checkbox"/> Property Owner Consent Letter | <input type="checkbox"/> Site Plans (see Site Plan Requirements) |