



Occupancy Permit Overview

The City of Greenville recently enacted a Residential Occupancy Permit Ordinance which takes effect June 1, 2019. All owners of any residential property held out for rent are required to have each rented property inspected before any new tenant assumes residence of the property. The ordinance includes inspection requirements which combine provisions of the 2015 International Property Maintenance Code, and the City of Greenville Code of Ordinances. Included here is a summary of the requirements and fees associated with this ordinance.

1. Prior to any new occupancy, Owner will complete application for occupancy permit - \$25.00
2. At the time of application, Owner will schedule with Code Enforcement Officer an inspection of the property
3. At the agreed upon time, Owner and Code Enforcement Officer will meet at the property and perform an inspection. Inspection times will vary according to the size of property, size of house, number of tenants, etc., but Owners should allow half an hour to complete most routine inspections
4. Upon conclusion of the inspection, the Code Enforcement Officer will either issue an Occupancy Permit, or present Owner with a list of any deficiencies found during the inspection
5. Owner will complete necessary repairs to satisfy the deficiencies listed, and contact the Code Enforcement Officer for a re-inspection
6. Code Enforcement Officer and Owner will complete the re-inspection, and if deficiencies have been repaired the Code Enforcement Officer will issue an Occupancy Permit
- * If deficiencies have not been repaired, Code Enforcement Officer will again provide Owner with a list of deficiencies to be repaired. Owner will complete repairs and schedule a third inspection with the Code Enforcement Officer. There will be a charge of \$25.00 for the third, and each subsequent, inspection(s).
7. Once an Occupancy Permit is issued, it is valid for a minimum of 12 months or until the next change of occupancy, or until said occupancy permit is revoked by the Code Enforcement Official as provided in Section 150.51.
8. The next new tenancy of the property will require the Owner to apply for a new Occupancy Permit, pay the application fee (waived if within 12 months of previous fee), and schedule the necessary inspection(s) with the Code Enforcement Officer.

Appeal Process. The 2015 International Property Maintenance Code provides for an Owner to appeal decisions made by the Code Enforcement Official during the course of an inspection to the Board of Adjustment:

111.1 Application for appeal. Any person directly affected by a decision of the code official or a notice or order issued under this code shall have the right to appeal to the board of appeals, provided that a written application for appeal is filed within 20 days after the day the decision, notice or order was served. *An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or the requirements of this code are adequately satisfied by other means.*

It is important to remember that the 20 days starts on the day the violation is presented to the Owner, and that appeals are only valid for interpretation of how the Code is applied, and not for the Code sections themselves.

