



125 Trailblazer Drive  
Travelers Rest, SC 29690  
(864) 834-8740  
[www.travelersrestsc.com](http://www.travelersrestsc.com)

### New Tenant/Occupancy Permit Application

Date \_\_\_\_\_

Name of Business \_\_\_\_\_  
Business Address \_\_\_\_\_ Unit/Space/Square Footage \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Building Owner/Agent \_\_\_\_\_

Contract: Rent \_\_\_\_\_ Own \_\_\_\_\_ Lease ownership: Corp \_\_\_\_\_ LLC \_\_\_\_\_ Indiv \_\_\_\_\_

Nature of business \_\_\_\_\_  
Mixed use: \_\_\_\_\_ (check all that apply) Retail \_\_\_\_\_ Office \_\_\_\_\_ Restaurant \_\_\_\_\_  
Is the current property on sewer \_\_\_\_\_ or septic \_\_\_\_\_  
New business \_\_\_\_\_ Change of ownership \_\_\_\_\_ New location \_\_\_\_\_  
Is this a change of use \_\_\_\_\_ yes \_\_\_\_\_ no  
If this is a change of location, please list previous business address \_\_\_\_\_  
If this is a change of ownership, please list previous owner \_\_\_\_\_  
What type of sign will be installed \_\_\_\_\_

**All signs require a permit and zoning review.**

Is the power on in the building/space \_\_\_\_\_  
**Inspection cannot be performed until power is on in building/space**

Will the building/space require any modifications and/or construction? \_\_\_\_\_ yes \_\_\_\_\_ no  
If yes, please provide brief description of modifications and/or construction \_\_\_\_\_

**If this is a new business, the business license application must be submitted at the same time as the new tenant/occupancy permit application.**

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. All life safety requirements are required to be in compliance before a building or space may be occupied.

By signing this application, I certify that I am an authorized agent for the company and that all information provided is true. I further understand that if any information provided is found to be incorrect or falsely stated that this application will be null and void.

Print name \_\_\_\_\_ Signed \_\_\_\_\_