

Building and Zoning Department

Functions & Descriptions

The Building and Zoning Department performs the following functions:

- Review building plans for compliance with Building, Electrical, Mechanical, Plumbing, Fuel Gas, Energy Efficiency, and Accessibility Code requirements, applicable State and Federal requirements
- Verify appropriate state licensing of contractors, verifies business license, verifies impact fees have been paid, issues building permits
- Conduct inspections of new construction or renovations to insure compliance with the latest adopted codes, issues correction notices, verifies contractors working on site have proper licenses and permits
- Issue Uniform Ordinance Summons tickets for contractors working without proper licenses and permits, prosecutes case in Municipal Court
- Utilizing a variety of sources, pursue leads of businesses that have come into the area and may not have business licenses, determine what rate classification is appropriate, calculates business license fee due to the City, conducts audits where information submitted is questionable or where an unexplained change in revenue occurs
- Receive and process hospitality and accommodation tax revenue, investigate unexplained change in revenue versus historical figures
- Inspect property for violations of the Mauldin Municipal Code, the Mauldin Zoning Ordinance, International Property Maintenance Code, Sign regulations or any other applicable requirement, issues correction notices, issues Uniform Ordinance Summons tickets where appropriate and prosecutes case in Municipal Court
- Process Appeals, Variances, and Uses Permitted By Special Exception made to the Building and Zoning Board Of Appeals, prepare agendas, generate minutes, generate minutes for the official record
- Process text amendments, annexation requests, and re-zoning requests, notify appropriate Municipal, County, Regional, State, and Federal agencies of annexations, generate minutes for the official record
- Review building permit applications to insure that no construction activities take place inside the regulated Flood Hazard Area, other than as allowed under a flood plain development permit
- Review tree surveys submitted to insure no “historic trees” are removed without the express approval of Mauldin City Council

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- Review Grading Permit applications to insure that post-development runoff is held to pre-development volume, and that detention facilities be designed to the “100 year storm” standard
- Review landscaping, lighting, signage, and parking plans to insure compliance with the Mauldin Codes and Ordinances
- Conduct on-site inspections as needed to insure construction is as shown on the approved plan
- Meet with architects, engineers, developers, contractors, civic groups, home owner associations, and homeowners
- Provide guidance to annexation or rezoning applicants on the most appropriate zoning classification for the use and for the location, provide input and guidance to the Greenville County Planning Commission staff
- Issue Zoning verification letters and Zoning Compliance letters to mortgage companies, title insurance companies, and attorneys
- Work with other City departments and staff to expedite delivery of services, work with other governmental agencies
- Work with the Mauldin Chamber of Commerce to help find suitable locations for new businesses, and to provide the Chamber with information about new businesses that might be approached for the purpose of recruitment
- Perform a wide variety of other tasks as needed

Staff currently consists of one Business License Specialist, one Permit Specialist, one Zoning and Property Standards Inspector, one Combination Inspector, one part-time Plan Reviewer, and the Building and Zoning Director.