FEES & POLICIES

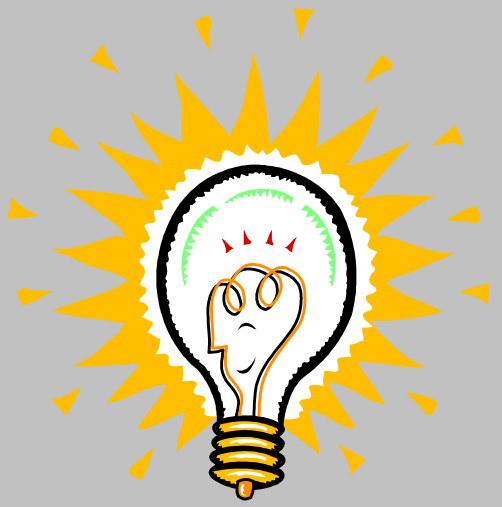
Lights Off	$35.00
Gas Off	$25.00
Reinspection Fee	$50.00

Method of Payment:

Check, Cash, or Credit Card

It is the permit holder's responsibility to:

(a) schedule the inspection; (b) put the pressure gauge on the gas line for "Gas Off" permits; (c) ensure that the inspector(s) have access into the property, mechanical unit, and gas line locations at the time of the scheduled inspection; (d) in the event that a reinspection fee is applied, that fee must be paid before another inspection can be scheduled.



WHO CAN OBTAIN PERMITS

RESIDENTIAL & COMMERCIAL LIGHTS OFF

Property Owner, Property Manager, Rental Agency, Licensed Electrician

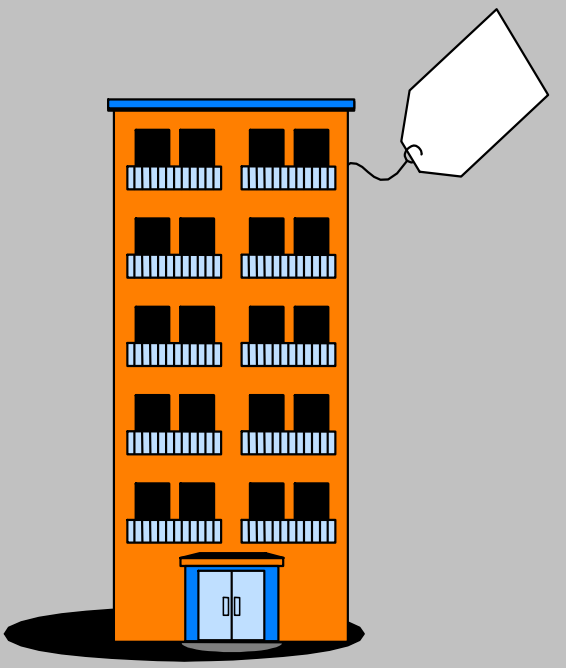
RESIDENTIAL & COMMERCIAL GAS OFF

Property Owner, Property Manager, Rental Agency, Licensed Mechanical or Plumbing Contractor

There are typically two(2) inspectors for the lights off inspections. One is from the Inspections Division, who will be looking at electrical issues, and the other one is from the Neighborhood Services Division, who will be looking at minimum housing issues. Both inspectors will need access inside the property. In reference to the Gas off inspection, there will be one inspector. He will be reading the pressure gauge and inspecting the appliances) utilizing gas. He will also need access inside the property.

OTHER INFORMATION

TENANT

Tenants renting or leasing property may refer to their lease agreement to determine if a clause is included by the property owner granting permission to obtain permits of this nature. A letter of authorization from the property owner is acceptable to obtain a permit. A letter of authorization must include the name of the person that the property owner is authorizing, the address of the property, the name, signature, and a valid telephone number of the property owner.

This information is a reflection of the expectations from the City of Greenville's Inspection Division. It does not included the requirements from Greenville Utilities Commission.