

For immediate release:

## **General Public Highly Encouraged to Utilize Remote Options, County Adjusting Daily Operations to Reduce Public Visitation**

Spartanburg County and its emergency management professionals continue to actively monitor the impact that COVID-19, Corona Virus is having on our community and are adjusting services provided by the County accordingly. In order to decrease the spread of the virus, the County is modifying many business procedures to be more easily accessible remotely or through drop box service.

County employees continue to report as usual, but residents are strongly encouraged to reduce public visits to our facilities and conduct business online, by phone, or utilizing drop box services to the maximum extent possible. By reducing public visits, our ability to continue offering services is greatly enhanced and the public health risk reduced. The following is a listing of the offices that will continue to provide service through these adjusted operations and how citizens may contact and interact with them:

### **Treasurer's Office**

The County **strongly** recommends that residents use the following options to pay tax bills and to only visit our offices if absolutely necessary. This will protect both residents and employees from potential spread of the virus.

- Pay online at <https://spartanburgcountytax.com> – E-Check, PayPal, Credit Cards, & PayPal Credit
  - **Convenience fees for online tax payment will be waived through June 30, 2020**
- Pay by mail using the envelope enclosed with your tax bill – check and money orders only
- Pay by drive-thru (open until 5:00 daily) – the drive thru is conveniently located at the County Administration Building, 366 North Church Street, Spartanburg, SC. **All payment types will be accepted by drive thru.**
- Pay by drop box – Check and money orders only – the drop box is conveniently accessible 24/7 and is located on the side of the County Administrative Building across from the Drive-Thru

### **Auditor's Office**

- Taxpayers can pay taxes: <https://www.spartanburgcountytax.com>
- Request bills and send documentation to: [countyauditor@spartanburgcounty.org](mailto:countyauditor@spartanburgcounty.org)
  - Via phone at 864-596-2600
  - Via fax at 864-596-3466
  - By mail 366 North Church Street, Suite 200, Spartanburg, SC 29303

- By website: <https://www.spartanburgcounty.org/171/Auditor>
  - Apply for the high mileage discount
  - Appeal a vehicle value
  - Apply for Homestead
  - Apply for a refund
  - Apply for 6% on motor homes, campers and watercraft

### **Assessor's Office**

#### Assessor Information:

- Via Assessor webpage at <https://www.spartanburgcounty.org/170/Assessor>
- Via email at [assessor@spartanburgcounty.org](mailto:assessor@spartanburgcounty.org)
- Via phone at 864-596-2544

#### Assessor Forms:

- Assessor forms may be obtained as follows:
- Via Assessor webpage at <https://www.spartanburgcounty.org/170/Assessor>
- Via email at [assessor@spartanburgcounty.org](mailto:assessor@spartanburgcounty.org)
- Via phone at 864-596-2544

#### Completed form submission:

- Via mail—original completed forms with required supporting documents should be mailed to: Spartanburg County Assessor, 366 N. Church Street, PO Box 5762, Spartanburg, SC 29304.
- Via drop box – a new drop box will be placed within the next several days at the front of the County Administration Building, 366 North Church Street, Spartanburg, SC 29303. Assessor forms must be in a sealed envelope labeled **Assessor**. This box will be checked hourly during the work day to ensure timely processing of your application.

### **Register of Deeds**

#### Document Research:

- All users of the ROD Office should utilize the office's online search services instead of visiting the office. You may contact the office to request a copy of any document that is not available online. The number to call is 864-596-3582. All fees and charges for the documents still apply.

#### Recordation:

- E recording: We highly encourage those with access to E recording to select this option before all others
- Via US Mail – PO Box 5666, Spartanburg, SC 29304
- Via FedEx – 366 North Church Street, Spartanburg, SC 29303
- Via drop box – a new drop box will be placed within the next few days at the front of the County Administration Building, 366 North Church Street, Spartanburg, SC 29303. Document for recordation and associated payments must be included together in a sealed envelope labeled **Register of Deeds. The envelope will also need to indicate the date of drop off, Attorney or submitter name, along with their contact information.** Checks, cashier's checks and money orders are the only acceptable form of payment for the drop box location. This box will be checked hourly during the work day to ensure timely processing of your application.
- Attorney/submitter will be contacted if documents are un-recordable and provided with instructions on the return of their documents. With the exception of un-recordable documents all recorded documents will be returned by mail or picked up when the office resumes to a normal schedule. The drop box will be checked several times a day for any documents left for recording.
- We request that you call ahead at 864-596-2514 and practice social distancing and sanitation protocols as recommended by SCDHEC & CDC if you must visit the office.

## **Building Codes**

### Permits:

- Contractors can apply and pay for permits online through BluePrince: <https://www.spartanburgcounty.org/318/BluePrince-Online-Services>
- Via email at [buildingcodes@spartanburgcounty.org](mailto:buildingcodes@spartanburgcounty.org)
- Via phone at 864-596-2727
- Via fax at 864-596-2194
- Via drop box – a new drop box will placed within the next several days at the front of the County Administration Building, 366 North Church Street, Spartanburg, SC 29303. Applications and payments must be included together in a sealed envelope labeled **Building Codes.** Checks, cashier's checks and money orders are the only acceptable form of payment for the drop box location. This box will be checked hourly during the work day to ensure timely processing of your application.

### Plan & Application Drop Off:

- Commercial plans may be dropped off at the front information desk at the County Administration Building, 366 North Church Street, Spartanburg, SC 29303
- Applications should be dropped off using the drop box described above

## Certificates of Occupancy and Certificates of Completion

- Via email by first calling 864-596-3181 and providing project information and your email address. Hard copies will continue to be mailed via US Mail.
- Pick-ups of Certificates of Occupancy are **highly discouraged**

## False Alarm – New registrations and Renewals:

- Online at <https://www.spartanburgcounty.org/356/False-Alarm>,
- Via e-mail [falsealarm@spartanburgcounty.org](mailto:falsealarm@spartanburgcounty.org),
- Via drop box as described in “permits” above
- Via fax 596-2194
- Via phone 596-3187

## **Planning and Development**

### Zoning and Land Development (Subdivision) Applications and Project Consultations:

- Applicants can apply for project approvals via email at [plandept@spartanburgcounty.org](mailto:plandept@spartanburgcounty.org) or the appropriate staff member on our website: <https://www.spartanburgcounty.org/152/Planning-and-Development>. Check our website for applications/forms or call us, and we will email the appropriate forms.
- Consultations/inquiries via phone at 864-596-3570
- Applications via fax at 864-596-3018
- Applications, plans, and payments (checks and cashier’s checks) via regular mail to Spartanburg County Planning and Development Department, 366 North Church Street, Spartanburg, SC 29303
- Via drop box – a new drop box will be placed within the next few days at the front of the County Administration Building, 366 North Church Street, Spartanburg, SC 29303. Applications and payments must be included together in a sealed envelope labeled **Planning Department**. Checks and cashier’s checks are the only acceptable form of payment for the drop box location. This box will be checked hourly during the work day to ensure timely processing of your application.

### Plan and Application Drop Off:

- Plats and site plans may be dropped off at the front information desk at the County Administration Building, 366 North Church Street, Spartanburg, SC 29303

Applications and payments should be dropped off using the drop box described above

## **Engineering/Development Services**

Permits:

- Forms are available for download by visiting <https://www.spartanburgcounty.org/167/Development-Services>
- Plans, applications and any associated fees can be submitted as a package at our reception desk at 9039 Fairforest Road, Spartanburg, SC 29301.

## **Environmental Enforcement**

As of current Environmental Enforcement, to include Animal Control, Litter, Control and Property Maintenance continue to operate normally and respond to all types of calls.

Animal Shelter Services (provided by Greenville County Animal Care):

- Details on changes to operations of Greenville County Animal Care can be found at [www.greenvillecounty.org](http://www.greenvillecounty.org)

## **Solid Waste**

Collection/Convenience Centers including Station 16 and the Wellford Landfill:

- All collection convenience centers continue to operate normal business hours
- The Wellford Landfill continues to operate normal business hours
- Please be mindful of and abide by social distancing protocols recommended by SCDHEC & CDC and wait in your vehicle if needed to avoid proximity to other individuals.

## **Roads & Bridges**

Encroachment Permits:

- Forms are available online at <https://www.spartanburgcounty.org/157/Roads-and-Bridges>
- They may be submitted by email to [sarledge@spartanburgcounty.org](mailto:sarledge@spartanburgcounty.org)

Work Order Requests:

- Submit online by visiting <https://www.spartanburgcounty.org/FormCenter/Public-Works-Roads-and-Bridges-13/Maintenance-Work-Request-57>

## **Parks & Recreation**

All County parks and recreation programs, special events and athletics have been postponed until further notice. Community centers remain closed until further notice. Open recreation areas such as trails, green areas, walking tracks and playgrounds are still available for leisure use, but patrons should observe SCDHEC & CDC guidelines for distancing and gatherings. Private rentals previously scheduled will be held at the discretion of the renter and should comply with the Governor's order regarding gathering size and on premise dining.

## **Registration and Elections**

Registering to Vote, Name Changes, Address Changes, Absentee:

- Residents are **strongly encouraged** to visit [www.scvotes.org](http://www.scvotes.org) in order register to vote, change address, change names, or request absentee ballots

Filing:

- Spartanburg County Voter Registration and Election will continue to accept candidate filings for public office through the deadline. We request that any candidates who plan to be accompanied by family or friends limit those to 3 or 4.
- Questions may be directed to 864-596-2549

## **Magistrates/Summary Court**

Most court functions have been postponed or modified by order of the Chief Justice. All traffic, criminal and civil court, except for restraining order hearings, bond hearings and motions regarding bond, have been reset and will be heard once normal operations resume. Reset letters will be mailed to the address that is provided to the court. All parties with a pending case are responsible for making sure that the court has their accurate mailing address. If you have a pending case and your mailing address is different than the address on your ticket, warrant, or civil filing, please contact the appropriate court immediately to update your mailing address.

Anyone wishing to make a payment may mail the payment to the respective court or make a payment online at <https://publicindex.sccourts.org/spartanburg/onlinepayments/>. The mailing address for the Spartanburg Central Magistrate Court is Magistrate Court, 180 Magnolia Street, Spartanburg, SC 29306. The mailing address for each district court may be found at <https://www.spartanburgcounty.org/594/Offices>.

Before visiting the Spartanburg County Central Magistrate Court at the main courthouse, we recommend that you **call 864-596-2564** so that they may advise you. Before visiting any of the

district magistrate courts, we recommend that you call the respective district court so that they may advise you. The telephone numbers for the district offices are available at <https://www.spartanburgcounty.org/594/Offices>.

The courts will be following any directives from the South Carolina Supreme Court with regard to their operations.

### **Clerk of Court**

Most court functions have been postponed or modified by order of the Chief Justice. Information on the modified operation of the Clerk of Court may be found at <https://www.spartanburgcounty.org/801/COVID-19-Information>.

### **Probate Court**

Information on the modified operations of Probate Court may be found at <https://www.spartanburgcounty.org/DocumentCenter/View/13944/Probate-Court-Press-Release-032320>. New guidance will be posted at <https://www.spartanburgcounty.org/801/COVID-19-Information>.

County Administrator's Office

March 23, 2020