



Greenville County

Greenville County eTRAKiT User Manual

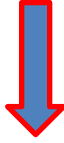
Welcome to the County of Greenville's web portal called eTRAKiT. Through eTRAKiT users have the ability to submit for Home Occupation Permit, Site Plan Review, and Minor/Major Change to a Review District.

eTRAKiT website to create an account and submit online
<https://grvlc-trk.aspgov.com/eTRAKiT/>

If you are a contractor, please proceed to step 5 to set up your account.

For Public Users, please follow the steps below:

1. Select **Setup an Account**.



Home | [Setup an Account](#) Log In Public User Name: Password: LOGIN Remember Me [Forgot Password /Forgot Username](#)

2. After selecting the setup account option, follow the prompts to create a new account.
(For public users, **you will not** be required to supply a license number)

Create New Public User Account

* Required fields

New Account Creation for Public Users

Contractors must register for a contractor account with Greenville County.

Account login information will be given to you once you have applied.

Greenville County makes every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation. Utilization of this website indicates understanding and acceptance of this statement.

Profile

| | |
|---------------|----------------------|
| * First Name: | <input type="text"/> |
| * Last Name: | <input type="text"/> |
| * Address: | <input type="text"/> |
| * City: | <input type="text"/> |
| * State: | <input type="text"/> |
| * Zip: | <input type="text"/> |
| * Email: | <input type="text"/> |
| * Phone: | <input type="text"/> |
| Ext | <input type="text"/> |
| License # | <input type="text"/> |

Username and Password

| | |
|--|--|
| * Log-In Name: (letters/numbers only) | <input type="text"/> |
| Password Rules: | |
| | Password must be between 8 and 64 characters |
| | At least one number. |
| | At least one lower & upper case letter. |
| | At least one special character. |
| | Note: Password is case sensitive. |
| * Password: | <input type="text"/> |
| * Confirm Password: | <input type="text"/> |

3. Click on continue. You are now logged into the system. Follow the prompts below to apply for permits.

[HOME](#) | [DASHBOARD](#) | [VIEW/EDIT PROFILE](#) | [VIEW CART](#) | [LOG OUT](#) **LOGGED IN AS:**

Thank you for registering on Greenville County eTRAKiT website.
If you did not create the account, please call Greenville County immediately.

CONTINUE



4. To apply for Home Occupation, select Apply/New Permit under the Permits section.



Welcome to Greenville County Public Works Web Portal

The Web Portal provides a Department of Public Works services, allowing citizens to schedule inspections and apply for many common residential permits. Licenses are available for formal contractors and associated public works.

Check out our How To... page for instructions on the different features of eTRAKiT, including Contractor Registration, Inspection Scheduling, Fee Estimator & more. [Click Here](#)

****To schedule an inspection online, you will be required to create a user account or be a registered contractor****

| | | |
|--|---|--|
|  PERMITS <ul style="list-style-type: none">Apply / New PermitPay FeesSearch Permit |  ZONING <ul style="list-style-type: none">ApplyPay FeesSearchFee Estimator |  CONTRACTOR <ul style="list-style-type: none">Search ContractorsAdditional Search |
|  PROPERTIES <ul style="list-style-type: none">Search |  INSPECTIONS <ul style="list-style-type: none">ScheduleCancel |  LICENSE <ul style="list-style-type: none">Apply for New LicensePay FeesSearch |
|  VIOLATIONS <ul style="list-style-type: none">SearchPay Fees |  REPORT A PROBLEM <ul style="list-style-type: none">Report ComplaintSearch Complaints |  CONTACT <ul style="list-style-type: none">Contact Us |

5. If you are a contractor – Click on Apply AEC under the contractor section. You must agree to AEC Application Confirmation and click continue. Complete the information requested on the AEC registration information. Complete the Contact Information page and click next, verify the information entered, and click next. You will be given an AEC number as a contractor.



AEC Application Confirmation

- I Agree
 I Disagree

CONTINUE

6. You must select I Agree and click Continue
(The text in red are links that will redirect you to the forms indicated)


Permit Application Confirmation

All permit submittals will be verified prior to permit issuance. Issued permits will be e-mailed to the applicant the following business day.

IF YOU DO NOT HAVE AUTHORIZATION FROM THE CONTRACTOR A PERMIT AGENT AUTHORIZATION FORM MUST BE SUBMITTED WITH YOUR APPLICATION, FAILURE TO DO SO WILL RESULT IN DELAYED PROCESSING. [PermitAgentAuthorizationResidential.pdf \(greenvillecounty.org\)](#)
[permit_agent_authorization.pdf \(greenvillecounty.org\)](#)

IF THIS IS A COMMERCIAL PROJECT PLEASE REVIEW THE COMMERCIAL PLAN REVIEW ELECTRONIC SUBMITTAL GUIDELINES LINK BELOW. FAILURE TO FOLLOW THESE PROCEDURES WILL RESULT IN DELAYED PERMIT PROCESSING.

[Plan Review Drawing Requirements \(greenvillecounty.org\)](#)

-  I Agree
 I Disagree

CONTINUE

- Click on the permit type drop-down arrow and select Home Occupation Permit. When the permit type has been selected, you must fill out the information requested.

Permit Application

Step 1 Permit Information Step 2 Step 3 Step 4

Permit Type Information

PERMIT Type ←

Project Name:

Notes:

- Once you have completed the application information, you must enter an address or parcel number and click on search. Another drop-down box will appear; you will need to click on the arrow to select Address for which you are applying.

Location

*Enter part or all of your address and press search

Search By ↓

Search Value SEARCH

Select address below

↓

301 UNIVERSITY RIDGE - PARCEL ←


Attachments

Please ensure to include required attachments with your application. Failure to do so may delay in the issuance of your permit.


- Any attachments required will need to be uploaded using the attachments section. Click on select by filename and add the files you wish to upload. Once you have selected the files to be uploaded, you must click upload. Scroll to the bottom of the disclaimer box and click accept. Click next to continue.

Attachments

Please ensure to include required attachments with your application. Failure to do so may delay in the issuance of your permit.

Filename 

Description





10. As the applicant your name will automatically be inserted into the applicant contact. If you are a contractor, your information from your account login will automatically be populated. Complete the remaining fields required for contactor/subcontractor information. Select OK when a pop-up window “A Zoning Review is Required Prior to Permitting” When you have completed the information, click Next Step.

Permit Application

Step 1 **Step 2 Contact Information** Step 3 Step 4

Application for a HOME OCCUPATION Permit

Applicant Information


| | | | |
|----------|---|----------------|--|
| *Name | <input type="text" value="Your Name"/> | *Phone | <input type="text" value="(064) 555-5515"/> |
| *Address | <input type="text" value="Your Address"/> | *Email Address | <input type="text" value="You@email.com"/> |
| *City | <input type="text" value="Greenville"/> | *Zip | <input type="text" value="2960"/> - <input type="text"/> |
| *State | <input type="text" value="SC"/> | | |

Owner Information

| | | | |
|----------|--|----------------|--|
| *Name | <input type="text" value="Owner's Name"/> | Phone | <input type="text" value="(064) 999-9999"/> |
| *Address | <input type="text" value="Owner's Address"/> | *Email Address | <input type="text" value="Owner's@email.com"/> |
| *City | <input type="text" value="GREENVILLE"/> | *Zip | <input type="text" value="2960"/> - <input type="text"/> |
| *State | <input type="text" value="SC"/> | | |

Contractor Information

| | | | |
|---------|----------------------|----------------|---|
| Name | <input type="text"/> | Phone | <input type="text"/> |
| Address | <input type="text"/> | *Email Address | <input type="text"/> |
| City | <input type="text"/> | License# | <input type="text"/> |
| State | <input type="text"/> | Zip | <input type="text"/> - <input type="text"/> |



11. Review all of the information you have submitted for accuracy. Failure to do so could result in your permit being disapproved and requiring a new submittal. Once you have reviewed the information, click Next Step. Fees will not be generated until the permit has been processed. Once the permit has been processed, you will receive an email indicating payment is required. After the payment has been made, inspections can be scheduled.

Permit Application


Step 1 Step 2 **Step 3 Review and Submit** Step 4

Application for a HOME OCCUPATION Permit

| <p>Permit Information EDIT</p> <p>Type: HOME OCCUPATION Subtype: Description: Job Value: \$0.00</p> | <p>Location EDIT</p> <p>305 REDFERN CT GODFREY RIDGE</p> | | | | | | |
|---|--|------|--------|-----------------|--|------------|--|
| <p>Contacts EDIT</p> <p>Applicant Information</p> <p>Your Name: (864) 555-5555 Your Address: You@email.com Greenville, SC 29601</p> <p>Owner Information</p> <p>Owner's Name: (864) 999-9999 Owner's Address: Owner's@email.com GREENVILLE, SC 29607</p> <p>Contractor Information</p> | <p>Fee Information</p> <table border="0" style="width: 100%;"><thead><tr><th style="text-align: left;">Type</th><th style="text-align: right;">Amount</th></tr></thead><tbody><tr><td>HOME OCCUPATION</td><td></td></tr><tr><td>Total Fees</td><td></td></tr></tbody></table> <p>Attachments</p> <p>To upload additional attachments click on Upload. Upload</p> | Type | Amount | HOME OCCUPATION | | Total Fees | |
| Type | Amount | | | | | | |
| HOME OCCUPATION | | | | | | | |
| Total Fees | | | | | | | |

Review the information prior to submitting.

[CANCEL](#) [PREVIOUS STEP](#) [NEXT STEP](#)



When applying for Site Plan Review, Minor/Major Change to a Review District
select – **Planning and Zoning Apply for New Project**

Project Application Confirmation

Your application is being processed by Greenville County. The planner assigned to this project will be contacting you within 15 business days. Thank you for your submission.

 I Agree
 I Disagree

CONTINUE



1. Once you have completed the application and required fields, you must enter an address or parcel number and then click on search. Another drop box will appear; you will need to click on the arrow to select the address for which you are applying.

Location

*Enter part or all of your address and press search

Search By

Search Value



SEARCH

Select address below



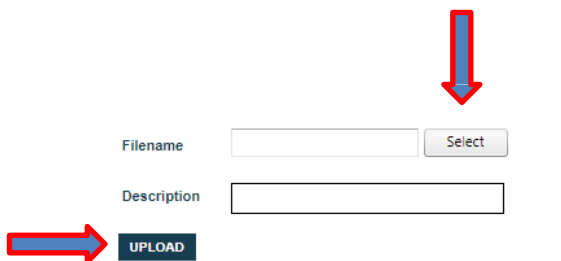
Attachments

Please ensure to include required attachments with your application. Failure to do so may delay in the issuance of your permit.

2. If you are not the property owner a letter from the legal owner authorizing the applicant to submit on their behalf must have the printed name and signature of the legal owner and added to the application as an attachment.
3. To attach the required documents, click the select button next to the Filename Field. Choose the files, then click Upload. Scroll to the bottom of the disclaimer box and click accept. Click on Next Step button.

Attachments

Please ensure to include required attachments with your application. Failure to do so may delay in the issuance of your permit.



Filename

Description



4. As the applicant, your name will automatically be inserted into the applicant contact. Complete the remaining fields required for the project. When you have completed the information click on Next Step button.

Project Application

STEP 1 **STEP 2 Contact Information** STEP 3 STEP 4

Application for a CHANGE TO REVIEW DISTRICT Project

Applicant Information

| | | | |
|----------|---|----------------|--|
| *Name | <input type="text" value="Your Name"/> | Phone | (864) 123-4567 |
| *Address | <input type="text" value="Your Address"/> | *Email Address | <input type="text" value="Your@email.com"/> |
| *City | <input type="text" value="Greenville"/> | *Zip | <input type="text" value="2960"/> - <input type="text"/> |
| *State | <input type="text" value="SC"/> | | |

Owner Information

| | | | |
|----------|--|---------------|--|
| *Name | <input type="text" value="Owner's Name"/> | Phone | (864) 123-4567 |
| *Address | <input type="text" value="Owner's Address"/> | Email Address | <input type="text" value="Owner's@email.com"/> |
| *City | <input type="text" value="Greenville"/> | *Zip | <input type="text" value="2960"/> - <input type="text"/> |
| *State | <input type="text" value="SC"/> | | |

Authorized Representative Information

| | | | |
|---------|--|---------------|--|
| Name | <input type="text" value="Authorized Rep Name"/> | Phone | (864) 123-4567 |
| Address | <input type="text" value="Authorized Rep Business Address"/> | Email Address | <input type="text" value="Authrep@email.com"/> |
| City | <input type="text" value="Greenville"/> | Zip | <input type="text" value="2960"/> - <input type="text"/> |
| State | <input type="text" value="SC"/> | | |

CLEAR

Company Information

| | | | |
|---------|---|---------------|--|
| Name | <input type="text" value="Authorized Rep Company Name"/> | Phone | () - - |
| Address | <input type="text" value="Authorized Rep Company Address"/> | Email Address | <input type="text" value="Authrep@email.com"/> |
| City | <input type="text" value="Greenville"/> | Zip | <input type="text" value="2960"/> - <input type="text"/> |
| State | <input type="text" value="SC"/> | | |

CLEAR

CANCEL **PREVIOUS STEP** **NEXT STEP**



5. Review all of the information you have submitted for accuracy. Failure to do so could result in your project being disapproved or cause a delay. Once you have reviewed the information, click submit. Fees will not be generated until the project has been processed. After the project has been processed, you will receive an email indicating payment is required.

Project Application

STEP 1 STEP 2 **STEP 3 Review and Submit** STEP 4

Application for a CHANGE TO REVIEW DISTRICT Project

Review the information below prior to submitting the application

| | |
|--|--|
| <p><i>Project Information</i> EDIT</p> <p>Type CHANGE TO REVIEW DISTRICT</p> <p>Subtype</p> <p>Description</p> | <p><i>Location</i> EDIT</p> |
|--|--|

| <p><i>Contacts</i> EDIT</p> <p><i>Applicant Information</i></p> <p>Your Name (864) 123-4567</p> <p>Your Address Your@email.com</p> <p>Greenville, SC 29601</p> <p><i>Owner Information</i></p> <p>Owner's Name (864) 123-4567</p> <p>Owner's Address Owner's@email.com</p> <p>Greenville, SC 29601</p> <p><i>Authorized Representative Information</i></p> <p>Authorized Rep Name (864) 123-4567</p> <p>Authorized Rep Business Address Authrep@email.com</p> <p>Greenville, SC 29601</p> <p><i>Company Information</i></p> <p>Authorized Rep Company Name</p> <p>Authorized Rep Company Address Authrep@email.com</p> <p>Greenville, SC 29601</p> | <p><i>Fee Information</i></p> <table border="0" style="width: 100%;"><thead><tr><th style="text-align: left;">Type</th><th style="text-align: right;">Fees Details</th><th style="text-align: right;">Amount</th></tr></thead><tbody><tr><td colspan="3">CHANGE TO REVIEW DISTRICT</td></tr><tr><td colspan="3"><hr/></td></tr><tr><td colspan="3">Total Fees</td></tr></tbody></table> <p><i>Attachments</i></p> <p>To upload additional attachments click on Upload. Upload</p> | Type | Fees Details | Amount | CHANGE TO REVIEW DISTRICT | | | <hr/> | | | Total Fees | | |
|--|--|--------|--------------|--------|----------------------------------|--|--|-------|--|--|------------|--|--|
| Type | Fees Details | Amount | | | | | | | | | | | |
| CHANGE TO REVIEW DISTRICT | | | | | | | | | | | | | |
| <hr/> | | | | | | | | | | | | | |
| Total Fees | | | | | | | | | | | | | |

CANCEL PREVIOUS STEP **SUBMIT**

