Greenville County Building Permit Online Payment

HOW TO PAY BUILDING PERMITS ONLINE

1. Open an internet browser window and type the following URL into the Address box: www.greenvillecounty.org/apps/permitpay/.

2. Please enter in your contractor number that was provided to you by Greenville County Codes Enforcement and click on the login button. (Figure 1)

3. After you have logged into the system you should see a list of unpaid permits for your contractor number similar to Figure 2. At this point please select a permit that you wish to pay.

4. After you’ve selected your permit you should now be taken to the permit page which displays the information for the permit along with the fees that are due. (Figure 3)
If the fees are correct and you wish to pay the permit then click on the Pay Now button. This should take you to the first payment information screen (Figure 4). This page is where you enter in the contact information for the credit card that will be used to pay the permit. Please make sure that you enter in the information for all required fields and click the Continue button to go on to the next step.
6. On the next screen (Figure 5), you will be asked to enter in the information for the credit card that you will be using to make the payment. Please enter in the correct information and click the Continue button to go on to the next step. Note: You can go back and change your contact information by clicking on either the Back button or Modify Address Information button.
7. At this page, (Figure 6), you will be asked to review your information to make sure that it is correct. If the information is correct and you wish to make the payment then click on the Make Payment button down at the bottom. If the information is not correct you can
click the Back button to go back and change the credit card information or click on the Modify Address Information to correct the contact information.

Figure 6

Customer Profile > Credit Card Information > Confirm Purchase Information

Your payment has not been processed. Please verify your payment information. If it is correct, click the Make Payment button.

Order Summary

<table>
<thead>
<tr>
<th>Qty</th>
<th>SKU</th>
<th>Product</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10 00000381</td>
<td>RESIDENTIAL - NEW CONSTRUCTION</td>
<td>$661.00</td>
<td>$661.00</td>
</tr>
<tr>
<td>1</td>
<td>00000000</td>
<td>Portal Administration Fee</td>
<td>$12.24</td>
<td>$12.24</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total</strong> $673.24</td>
</tr>
</tbody>
</table>

Customer Info:

Reference Number: 10 00000381

Credit Card

Cardholder Information

Customer Name: TEST CONTRACTOR
Phone: (864) 307 - 6643
Fax
Address Line 1: 123 MAIN ST
Address Line 2:
City: GREENVILLE
State: SC
Country: US
Zip Code: 29601
Email

MODIFY ADDRESS INFORMATION

Credit Card Information

Credit Card Type: Visa
Credit Card Number: "**********1111"
Name on Card: TEST CONTRACTOR
CVV Number: "" 
Expiration Date: 11/2014

CANCEL | BACK | MAKE PAYMENT
8. After you have clicked on the Make Payment button from Figure 6, you will briefly see Figure 7. Please wait while this page is being displayed and do not refresh or click the back button.

Figure 7

9. After the credit card payment has been processed you will then be taken to your receipt page, which will be similar to Figure 8. Please make sure you print a copy of this receipt for your records by clicking on the Please Print this Page button. Congratulations, you have paid your first permit through Greenville County’s Online Building Permit Payment system.
**RECEIPT**

**Greenville County Codes Enforcement**

<table>
<thead>
<tr>
<th>Address:</th>
<th>Greenville County Codes Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suite 4100</td>
<td>Greenville SC 29601</td>
</tr>
</tbody>
</table>

**Contact Details:**
- Name: Greenville County Building Safety Permit Center
- Email: permits@greenvillecounty.org
- Phone: (864) 467-7060

**Reference Number:** 1000033361
**Order ID:** 7763
**TPE Order ID:** 101465
**Order Date:** 11/16/2016 9:32:00 AM

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**Cardholder Information**

<table>
<thead>
<tr>
<th>Name:</th>
<th>TEST CONTRACTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>123 MAIN ST</td>
</tr>
<tr>
<td>GREERVILLE, SC 29601 US</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td>(864) 987-6543</td>
</tr>
</tbody>
</table>

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**Payment for Products or Services**

**Item 1**
- **SKU / Product:** 1000003381 / RESIDENTIAL - NEW CONSTRUCTION
- **Quantity:** 1
- **Item Price:** $561.00

**Item 2**
- **Product:** Portal Administration Fee
- **Quantity:** 1
- **Item Price:** $12.24

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**Greenville County Codes Permit**

**Total $673.24**

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**Payment Method (Credit Card)**

- **Credit Card Type:** Visa
- **Card Number:** **** **** **** **** 1111