Welcome to Greenville County’s Introduction of the updated online Permitting System!
What is Cityworks?

- Azteca ‘Cityworks’ PLL (Permits/Licenses/Land), a GIS-centric software, was selected by the County to help manage and track permits from application to project approval, including plan review, fee collection, regulatory meetings, and inspections.

- The County will upgrade Cityworks on May 29, 2018.

- Electronic plan submittals tracked through Cityworks will benefit the County’s business development services by offering several cost and time saving efficiencies including:
  - Improved communication with Developers, Contractors, Design Professionals, and Project Stakeholders
  - Reduced administrative processing
  - Reduced printing and travel time
  - Streamlined plan review and permit approval
  - Reduced redundant data entry
  - Network and wireless data distribution to multiple agencies and county departments

- Cityworks includes a Public Web Access Portal designed to assist Design Professionals, Developers, and Contractors with development projects. In order to use the Public Portal of Cityworks, you must become a registered user. As a registered user, you will have access to begin the application process for a project (otherwise known as ‘case’), as well as the capability to review case details, and to schedule inspections.
Online Development Services

Navigate to the Subdivision Administration Webpage by selecting the Departments Tab on the County Homepage.

On the left-hand screen, click Permitting/Forms.

On the right-hand screen, click Online Permit Development Center.
After clicking onto the Permitting Webpage, you will be directed to the following screen:

Dear Engineering Community;

On August 1st, 2016, Greenville County went to a new Electronic Plan Service and Web Portal designed to assist Design Professionals, Developers, and Contractors with development projects. Since this new electronic system went live, we have been diligently working with our IT Department and the software developer’s to enhance the Public Access Permit Portal. With that said, we are very pleased to announce that you will no longer have to upload your Subdivision Administration Applications and Stormwater Land Disturbance Permits documents to our FTP site. As of May 29th, 2018, you will be able to upload your permit submittals directly to your case that you created on the online Public Access Permit Portal. You also will not have to send emails to me and the land development email account informing that you have uploaded a permit submittal to our FTP site. In order to have this new enhancement ready by the morning of May 29th, 2018, we will be taking the Public Access Permit Portal off-line on May 25th, 2018, at 12:00pm.

The Public Access Permit Portal will be unavailable during the upgrade. No submittals will be accepted while the upgrade is being performed. An updated user guide will be available on the Permit Portal page at [http://www.greenvillecounty.org/Permitting/](http://www.greenvillecounty.org/Permitting/) on May 29th, 2018.

Thanks for your patience and please bear with us as we work to better serve you.

Should you have any questions, please email [MUhrinek@greenvillecounty.org](mailto:MUhrinek@greenvillecounty.org).

Welcome! Greenville County’s Permit Development Services web portal is a multi-departmental service designed to assist Design Professionals, Developers, and Contractors with the submittal and status tracking of building permits and development projects. Design Professionals & Contractors with a valid user access and password may use the following online services:

Note: Currently this site is being used by the Land Development Division only.
For permits through the Building Safety Department, click here.

LDD & Subdivision Fee Schedules
- Fee Schedules

Account Administration
- [Apply and/or Log in](#)
  - User Access is for development business with the County. Users can begin the application process for a case, find details about their permits and get real-time status results or projects under review.

Electronic Permit Resources
- [What is Cityworks PLI?](#)
- [Why Should I Use It?](#)
- [Can I Still Come In and Apply In Person?](#)
- [How Do I Pay the Fees?](#)
Disclosure Acceptance

Online Permit Application Disclaimer

The applicant hereby certifies and agrees to the following:
1. is authorized to make this application and verifies that the following information is true and correct:
2. will comply with all County of Greenville ordinances, laws, regulations, all State and Federal Laws and regulations regulating the use of land and structures, the construction of structures and recorded covenants;
3. will perform only the work outlined in the application at the property indicated on the application;
4. grants the right of entry to the property to employees of the County of Greenville for the purpose of inspections, and posting of notices. If any of the information supplied by the owner and/or owner’s agent is incorrect, the Permit/Certificate may be revoked.

If Applicable to this application: No occupancy shall occur prior to the issuance of the Certificate of Occupancy

The permit grants permission to proceed with construction and shall not be construed as authority to violate, alter or set aside any of the provisions of the Building Code and any other applicable laws or ordinances (e.g. Zoning Ordinance, Stormwater, LDR, etc.), nor shall the issuance of this permit prevent employees of the County of Greenville from requiring correction of errors in construction documents or of violations of the Building Code or ordinances adopted by the County of Greenville, SC.

Any information and documents submitted to the County of Greenville, for the purpose of Construction Document review and approval becomes subject to the South Carolina Freedom of Information Act (SC Code of Laws, 1976 as amended, Title 30, Chapter 4) and may be subject to public inspection and review.

Maps available through this website contain representations of land features compiled from aerial photography, recorded deeds and plats, other public records, and public data. Users of these maps are hereby notified that the aforementioned public primary information sources should be consulted for verification of the information contained within these maps. These maps are not a Land Survey.

Neither the County of Greenville, South Carolina nor any agency, officer, elected official or employee of the County of Greenville, South Carolina (collectively known as the County) warrants the accuracy, reliability or timeliness of any information on this web site and shall not be liable for any losses caused by such reliance on the accuracy, reliability or timeliness of such information, including, but not limited to, incidental and consequential damages. This publication is provided 'as is' without warranty of any kind, either expressed or implied, including, but not limited to, the implied warranties of merchantability, fitness for a particular purpose or non-infringement. The County maintains all immunities as provided in the South Carolina Tort Claims Act.

Portions of such information may be incorrect or not current. Any person or entity that relies on any information obtained from this web site does so at his or her own risk. In addition, nothing contained within this web site is an official record of the County or the elected officials responsible therefore. All official records of the County and the offices of countywide elected officials are on file in their respective offices and may be reviewed by the public at those offices.

I accept this disclaimer and responsibility for the use of this information:

Accept
Decline
Please click, “Apply for a Login” in order to create an account.

Fill in the requested information and click Register.

Once submitted, you will receive the following message along with an email to activate your account:
Creating a Subdivision
Case Instructions

Go to: Greenville County Public Access Website
https://cityworks.greenvillecounty.org/cwpub

Once you have created an account within the Public Portal site and it has been approved, you may log in.

The email address you created will be your username along with the password you created.

Click “Log In.”
The following screen will be your home screen.

To create a new application, click “+New Application” circled below:
You will be given two options of applications: Land Development and Subdivision. You will click “Subdivision.”

Several applications will appear. Choose the application that best fits your needs. In this specific example, LSA-Simple Plat Residential will be chosen.

Once you choose the correct application type, click “Begin Application” at the bottom right-hand of the screen.
The following screen will appear:

Fill in the information requested. When you fill in the address, please be patient as the map to the right will locate that address.

Please take a look at the example provided for the Address Location

Click “Next” once finished filling in the Description and Address.
The following screen will appear:

You may either fill in the information or click “Use My Info” to populate your contact information you initially filled in when creating account.

Please list your e-mail address if you wish to receive e-mail notifications.

Once the information is completely filled out, please click “Next.”
The following screen will appear:

Please click the drop-down menu where it states, “Select a value” and agree to the general disclaimer.

If you have additional information, please fill that information out as well. Once complete, please select “Next.”
Please take note that all submittals will be accepted after the case has been submitted. Please click “Next.”
You have two options for payment. You may either make the payment now, or make it later (there are instructions on page 20).

If you choose to pay the fee now, please click the checkbox directly next to the “Payment Terms and Conditions” and click “Pay Now.”

The following screen will appear:

Thank you for using the Greenville County Online Payment Option!

Land Development and Subdivision Administration only accepts electronic check. Electronic Checks have a $2.50 service charge.

To proceed with payment, click ‘OK’. To return to the previous screen, click ‘Cancel’.

Please click “OK.”
Please fill the section, “Customer Address” out completely.

To continue, please click “Continue.”
Please fill in the section, “E-check Information.”

Please ensure you have the following information:

Bank Account Type
ABA Routing Number
Bank Account Number
Type of Account
Name of Bank at Which Account is Maintained
Name Under Which the Account is Maintained in the Bank

Ensure the information provided under “E-check Billing Information” is correct prior to continuing.

Once complete, please click “Continue.”
This page is to ensure all information is correct prior to making payment. After reviewing the information and confirming it is correct, please click “Make Payment.”

### Order Summary

<table>
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<tr>
<th>Qty</th>
<th>SKU</th>
<th>Product/Service</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>26397</td>
<td>LSA-PLAT SIZE</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

Total SC.GOV Charges $12.60

### Order Information

Reference Number: 1034

### E-check Information

Type of Account: Checking
Account Number: 5837
Name of Bank At Which Account is Maintained: Test Case
Name Under Which Account is Maintained at the Bank: Test Case

### Billing Information

Customer Address
- Customer Name: Ragan
- Phone: (803) 934-5483
- Address Line 1: 2020 Aiken Avenue Highway
- City: Williamson
- State: SC
- Country: US
- Zip Code: 29697

This online service is provided by SC.GOV, a third party, working under a contract administered by the South Carolina Department of Administration Division of Technology Operations. The online price of items or services purchased through SC.GOV, the state’s official Web portal, includes funds used to develop, maintain, enhance and expand the service offerings of the state’s portal.

Click MAKE PAYMENT to make your payment through SC.GOV.
Please do not refresh this page. SC.gov is currently processing your payment. Once the payment is complete, it will provide a new screen with your receipt of purchase.
The payment is now complete. SC.gov will provide a receipt and will also email the receipt to you.

Please click “Continue.”
This page is the homepage. This page will provide all applications that have been completed or are currently incomplete. You may review or even conduct a few actions from this screen.

Please take note that if you have already made a payment, please refer to page 28 to continue.

If you have not completed the payment, you may do so from this screen. As you can see below in the red circle, there is a drop-down menu for the LSA-Simple Plat Residential application. Click the down arrow.
The options for the drop-down menu will appear: Check Case Status and Pay Fees.

In this case, you will click “Pay Fees.”

Once you click “Pay Fees,” it will immediately reroute you to the payment screen. Please see below.
Please click the checkbox directly next to the “Payment Terms and Conditions” and click “Pay Now.”

Thank you for using the Greenville County Online Payment Option!

Land Development and Subdivision Administration only accepts electronic check. Electronic Checks have a $2.50 service charge.

To proceed with payment, click ‘OK’. To return to the previous screen, click ‘Cancel’.

Please click “OK.”
Please fill the section, “Customer Address” out completely.

To continue, please click “Continue.”
Please fill in the section, “E-check Information.”

Please ensure you have the following information:

Bank Account Type
ABA Routing Number
Bank Account Number
Type of Account
Name of Bank at Which Account is Maintained
Name Under Which the Account is Maintained in the Bank

Ensure the information provided under “E-check Billing Information” is correct prior to continuing.

Once complete, please click “Continue.”
This page is to ensure all information is correct prior to making payment. After reviewing the information and confirming it is correct, please click “Make Payment.”
Please do not refresh this page. SC.gov is currently processing your payment. Once the payment is complete, it will provide a new screen with your receipt of purchase.
The payment is now complete. SC.gov will provide a receipt and will also email the receipt to you.

Please click “Continue.”
Click on the application in order to upload documents.
Once the page loads, scroll down to the bottom of the screen where you see the module, “Related Documents.”

Please select “Upload Documents” and click “Continue.”
You will see two types of uploads: Submittal and Resubmittal. In this instance, you will click “Submittal” as it is your first time uploading documents. Then click “Continue.”

You will now upload the documentation desired. Depending on the application you chose, you may have a different view of “Document Name.”

Please click “Choose File” to choose the file you want to upload. Once you choose the file, click “Upload Files.”
A window will appear stating your file was uploaded successfully.
Thank you for viewing this training presentation. For additional information and/or questions, please email ADavis@greenvilleocunty.org. This presentation will be available via the Greenville County Website.