

# Greenville County Digital Plan Submission

Greenville County provides file transfer capabilities for the sole purpose of electronic submission of construction plans. Any links to third-party software are provided “as-is” without warranty of any kind, either expressed or implied and such software to be used at your own risk.

To complete the submission, use a compatible File Transfer Protocol (FTP) client software application. Multiple FTP applications are available for use; please choose a FTP client which is compatible with your client operating system.

Greenville County provides the following documentation and references third party software for example purposes only. Please contact your local system administrator for assistance with installation and configuration of your FTP client software.

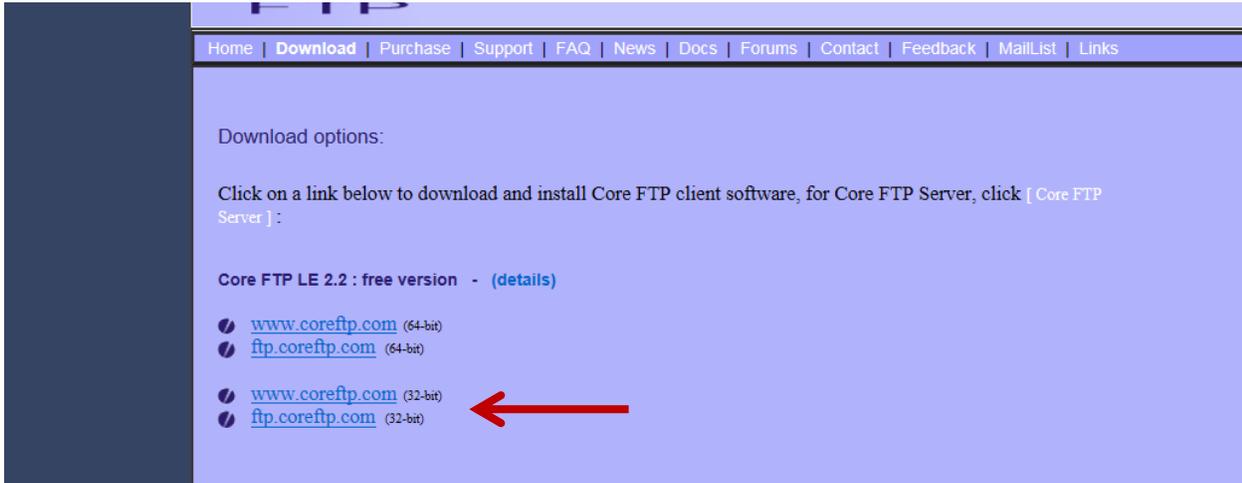
1. To Install FTP Client software, please open a Web Browser to <http://www.coreftp.com/>.
2. From the Main Menu choose **Download**.

Figure 1



3. Under **Core FTP LE 2.2: free version**, chose either of the 32-bit versions.

Figure 2



4. Depending on your Internet Browser, you will either have the option to **save the file or run the file for installation**. Select the appropriate option for your Internet Browser.

Figure 3 – Example from Internet Explorer



Figure 4 – Example from Mozilla Firefox

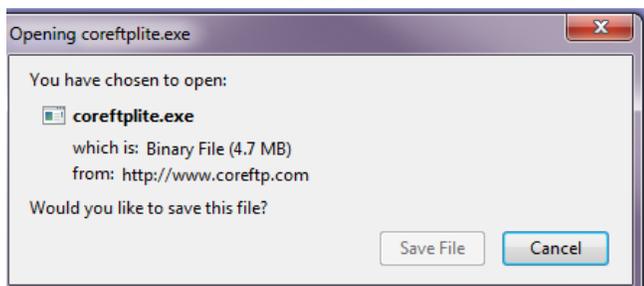
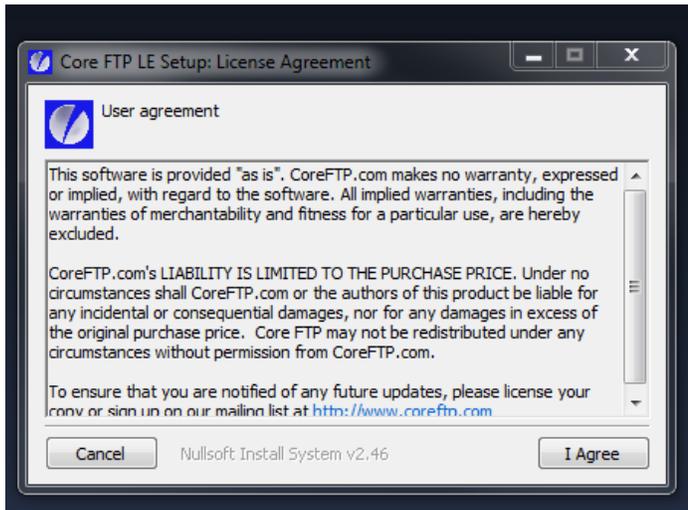


Figure 5 – Example from Google Chrome



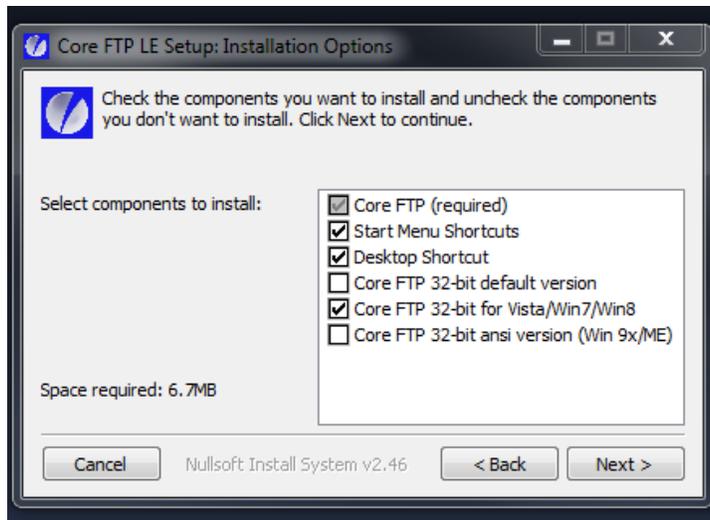
5. Click **I Agree** to continue.

Figure 6



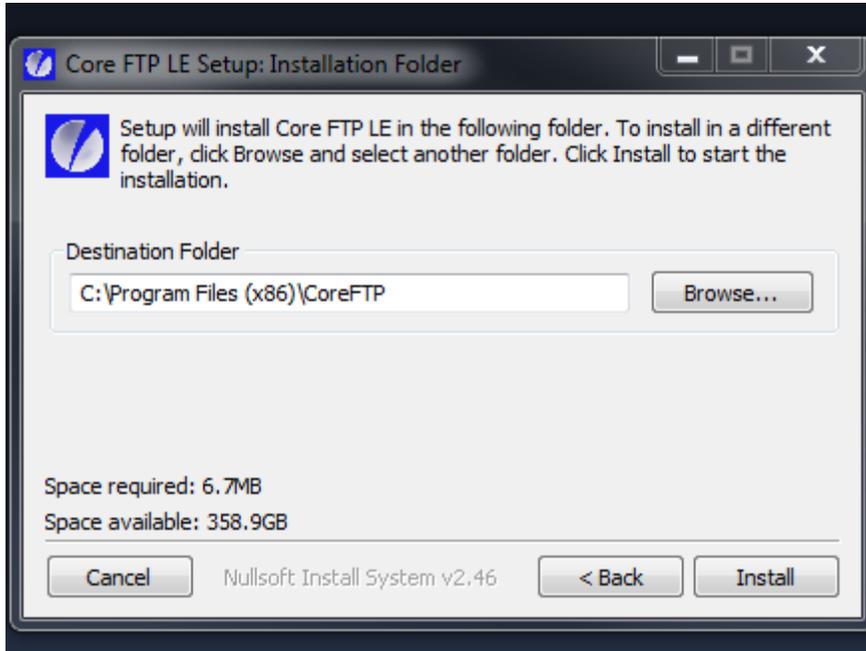
6. Choose the default setting and select **Next** to continue.

Figure 7



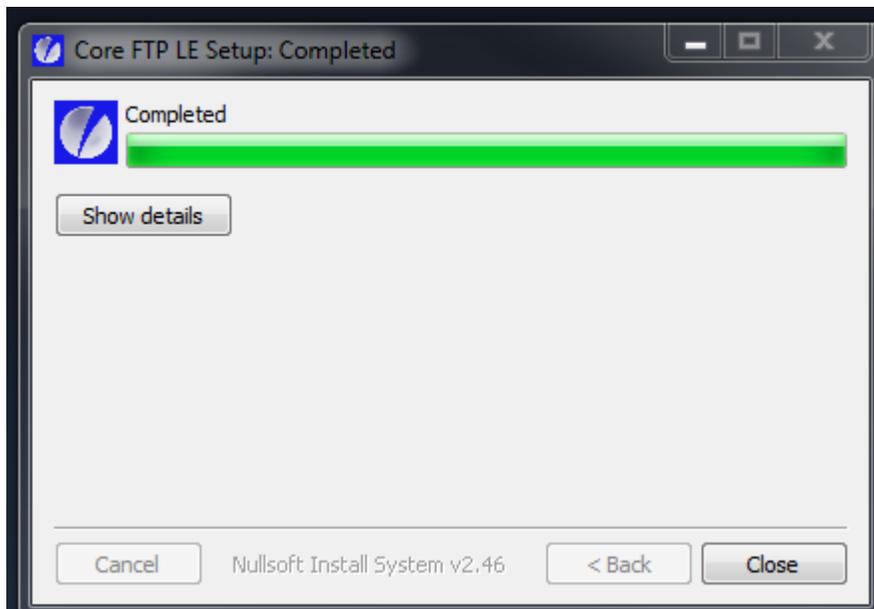
7. Click **Install**.

Figure 8



7. Then Click **Close** to complete the installation.

Figure 9



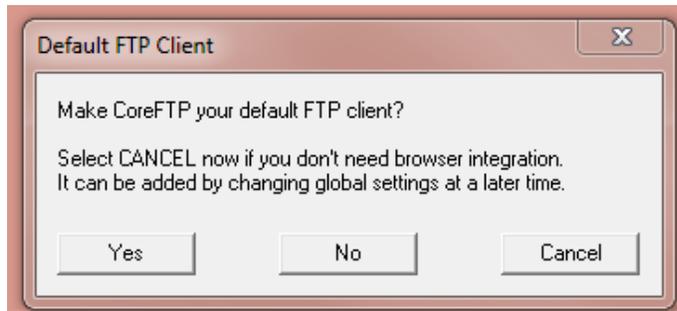
8. Select the Core FTP LE icon from the desktop or start menu depending on your operating system.

Figure 10



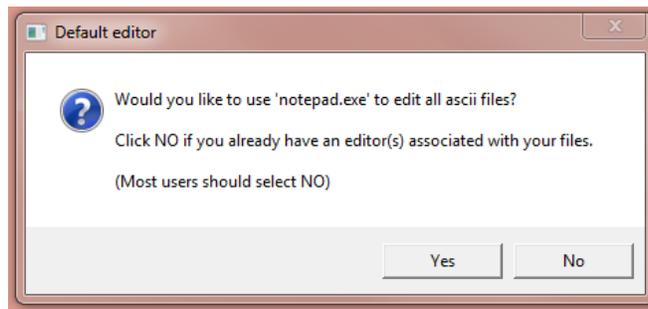
9. Choose **Yes** to continue.

Figure 11



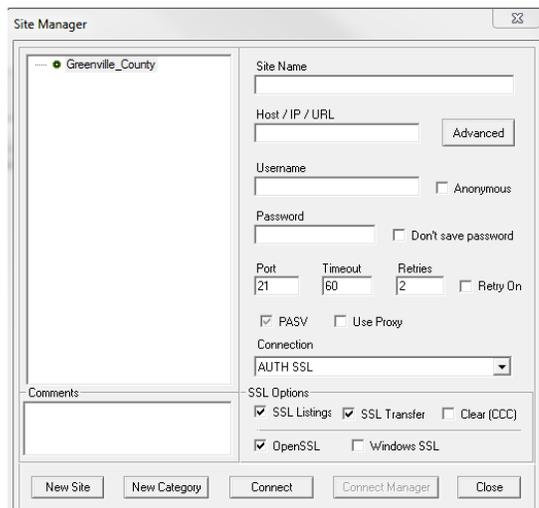
10. Choose **No** to continue.

Figure 12



11. By Default, the Site Manager dialog box is displayed. The Site Manager dialog box can also be accessed by choosing **Sites, Site Manager** from the main menu.

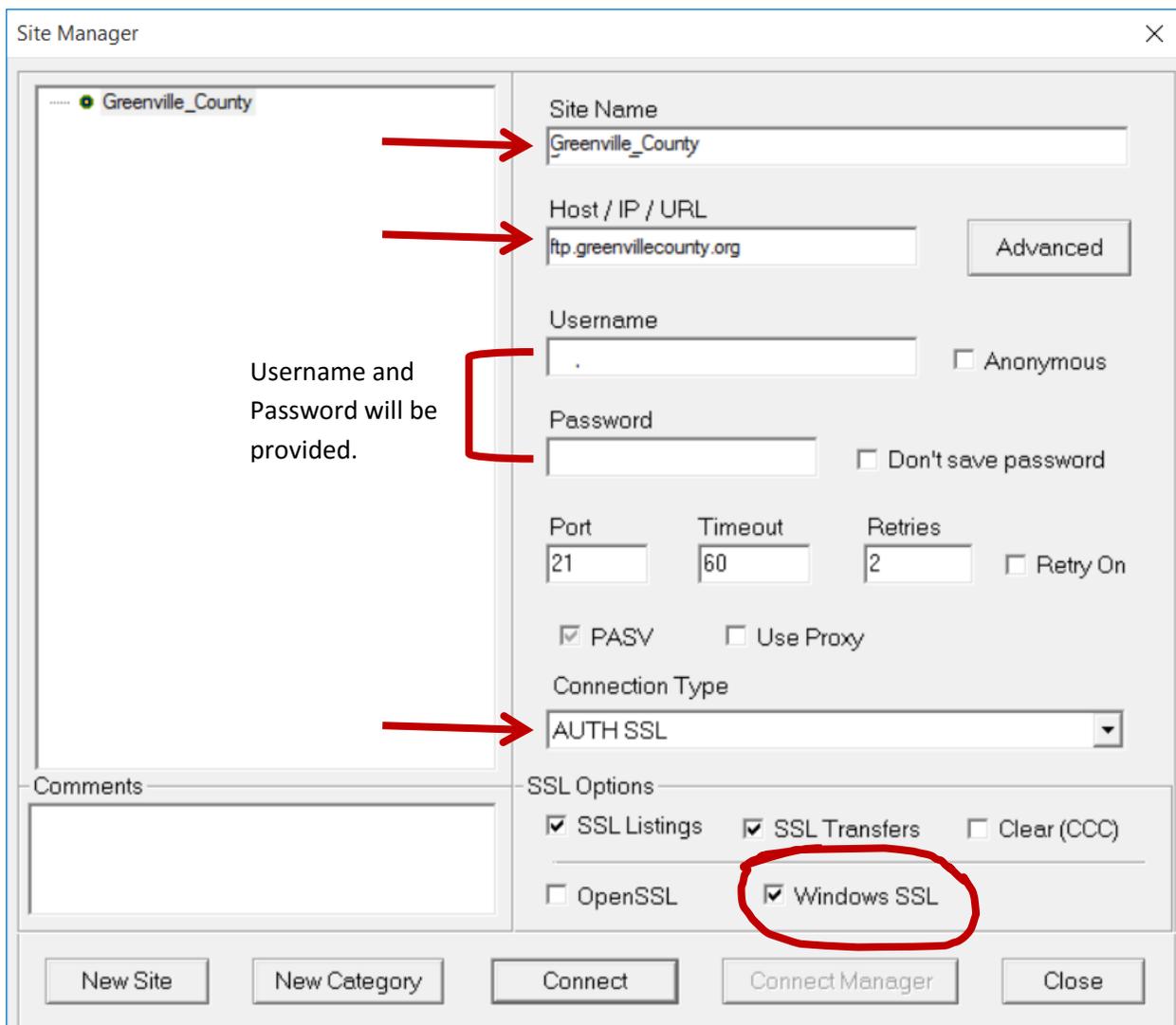
Figure 13



12. Your screen will need to have the information below.

- Site Name : Greenville\_County
- Host / IP / URL: ftp.greenvillecounty.org
- Username: to be provided
- Password: to be provided
- Connection: AUTH SSL
- Under SSL Options: Uncheck OpenSSL and Check Windows SSL

Figure 14

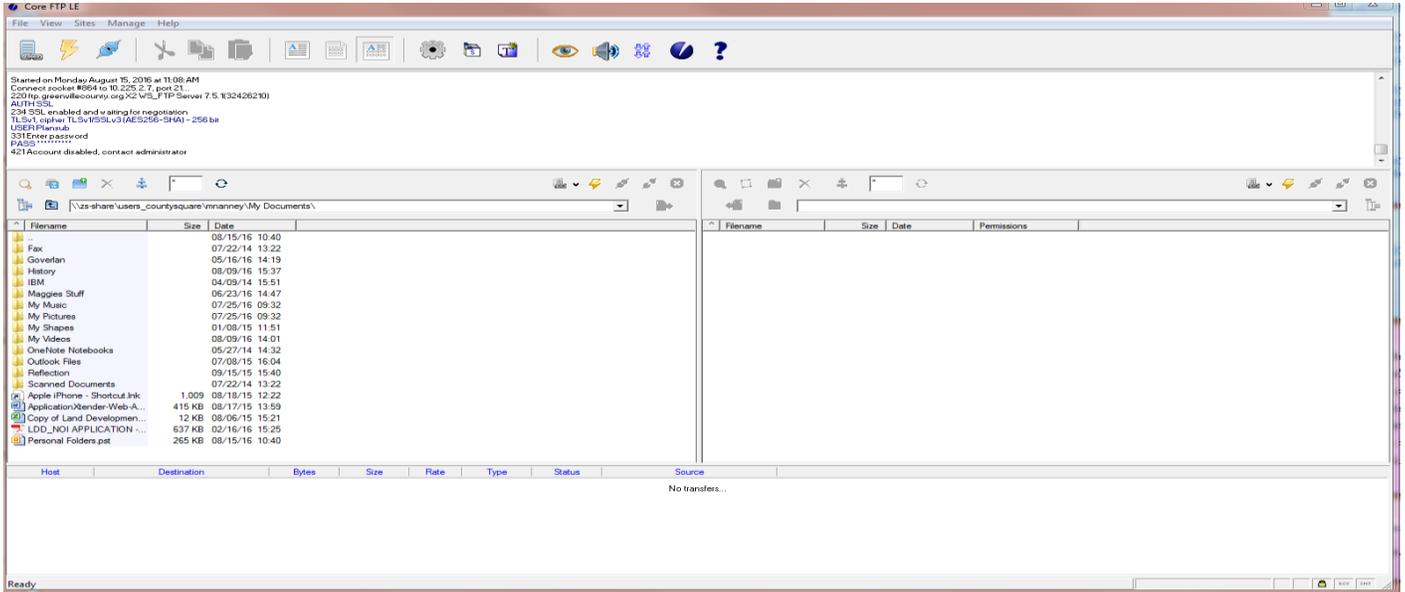


13. Click **Connect**.

14. It will then give you a pop up box, Click **Always Accept**.

15. It will give you this screen, the left side is your PC and the right is the server.

Figure 15



16. Browse to where the document on your PC is located and then drag the document from the **Left to the Right**.

17. You will see it transferring the document in the bottom box, and when it is complete, it will say **Success under Status**.

18. Once the file is transferred, please contact Merri Uhrinek in Land Development and let her know that the file has been transferred and the file name.

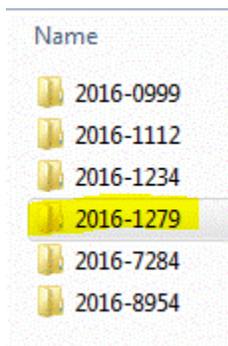
**Instructions:**

[http://www.greenvillecounty.org/land\\_development/pdf/electronic\\_submittal\\_specifications.pdf](http://www.greenvillecounty.org/land_development/pdf/electronic_submittal_specifications.pdf)

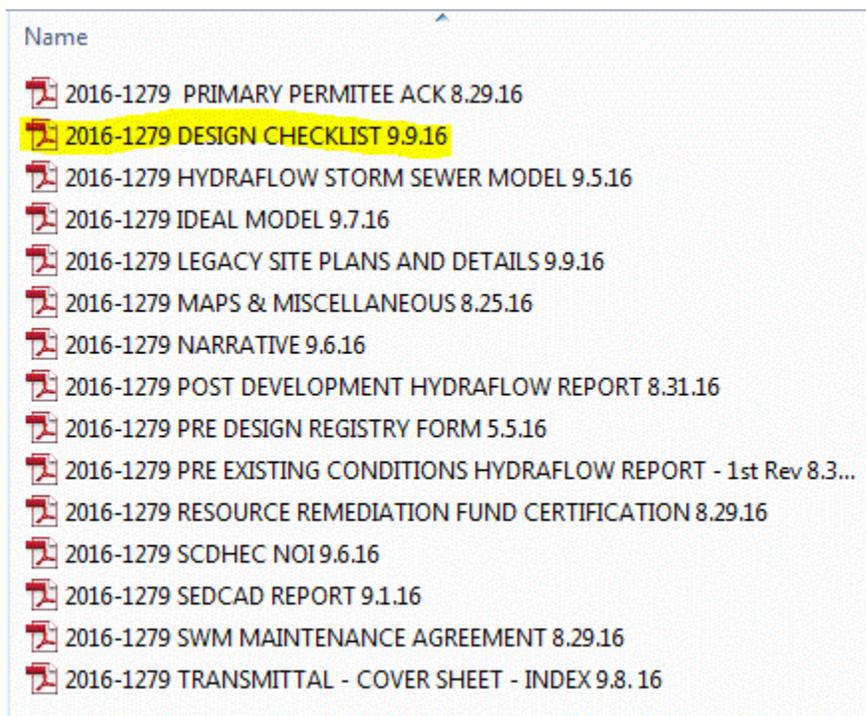
Email [muhrinek@greenvillecounty.org](mailto:muhrinek@greenvillecounty.org) to obtain the username & password.

**Permit submittals must be broken down into PDF's as shown in the example below. Each PDF should be named & dated as shown below. Please also include a transmittal. Permit Receipts (if applicable) must be uploaded as well.**

1. Please create a file on the FTP site with your LDD case number (4 digit year – 4 digit case; ie 2016-1279)



2. Name the .pdf files with the **Case Number - Name of File - Date** (as shown in this example):



3. Be sure to upload all files to this single folder.

Name
 2016-1279 PRIMARY PERMITEE ACK 8.29.16
 2016-1279 DESIGN CHECKLIST 9.9.16
 2016-1279 HYDRAFLOW STORM SEWER MODEL 9.5.16
 2016-1279 IDEAL MODEL 9.7.16
 2016-1279 LEGACY SITE PLANS AND DETAILS 9.9.16
 2016-1279 MAPS & MISCELLANEOUS 8.25.16
 2016-1279 NARRATIVE 9.6.16
 2016-1279 POST DEVELOPMENT HYDRAFLOW REPORT 8.31.16
 2016-1279 PRE DESIGN REGISTRY FORM 5.5.16
 2016-1279 PRE EXISTING CONDITIONS HYDRAFLOW REPORT - 1st Rev 8.3...
 2016-1279 RESOURCE REMEDIATION FUND CERTIFICATION 8.29.16
 2016-1279 SCDHEC NOI 9.6.16
 2016-1279 SEDCAD REPORT 9.1.16
 2016-1279 SWM MAINTENANCE AGREEMENT 8.29.16
 2016-1279 TRANSMITTAL - COVER SHEET - INDEX 9.8.16

## Reminders:

Email the Land Development Permit Coordinator once files have been uploaded.  
[muhrinek@greenvillecounty.org](mailto:muhrinek@greenvillecounty.org)