Welcome to Greenville County’s User Guide for the Updated Online Permitting System!
This guide will show you the steps to create a new Land Disturbance Permit.
To Access the Online Permit Portal please use the following link:
http://www.greenvillecounty.org/Permitting/
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.

- Click here, to Login, Create, Check the status, make a payment, or upload documents to a permit case.

Have Questions Related to How to Use Greenville County's Electronic Permit System?

- Click Here

- What is Cityworks PLL?
- Why Should I Use It?
- Can I Still Come In and Apply In Person?
- How Do I Pay the Fees?
- How Can I Submit Plans Electronically?
- Instructions on Starting a Permit
- What Are the Electronic Submittal Specifications/Requirements?
- FTP Instructions
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 aeral 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

Click “Accept.”
Creating a Land Disturbance Permit (case) Instructions

Go to: Greenville County Online Development Services Website

http://www.greenvillecounty.org/permitting/

Input Email Address here.
Input your email address & password that you used when creating your account.

Input Password here.
Creating A New Land Disturbance Permit Case (for a Meeting Request)

1. Click on New Application to start a new Land Disturbance Case (LDP).

*Submitting a new application starts your new permit case.
2. Click on the Land Development folder to create a new Land Disturbance permit application.

3. Click on the LDD-Land Disturbance Permit Icon.

4. Click on “Begin Application” to start your permit case.
5. Input Permit/Case Name here.

6. Input Site Location Address here.

7. Click on Next
8. Click on “select Contractors/ Engineers”

**Note:** Contractor is the Project Engineer (PE).

9. Enter your SC License Number. After your license number has been entered, your business name will be displayed. Click on the check box next to your business name and then click on the submit button.

**NOTE:** If your PE number does not populate, then you will most likely need to update your account profile. To do this, please email land development’s service coordinator @ muhrinek@greenvillecounty.org
8. Input the Primary Permittee/Applicant complete information.

9. Input the Owner complete information.

10. Click on Next
11. Enter all of the site information. A Red Exclamation point next to the data information, indicates that the information is required. Once all of the required site information has been entered, click on “NEXT”. 

Note: Incomplete or missing information may delay the permitting process.
12. Click on Next
13. Click on “SUBMIT” at the bottom of the page to submit your case. This will go right to Greenville County’s Admin Assistant. He/She will contact you within 24 business hours to schedule your Meeting.

Note: you are not required to pay any permit fees until the time of your permit submittal.
Once your case has been submitted, your case number will appear in the upper left corner.

REMINDER: The permit case submittal will go directly to Greenville County’s Admin Assistant. He/She will contact you within 24 business hours to schedule your Meeting.
Once the Pre-Design Meeting has been completed, and if you have passed, you will be able to upload your permit submittal directly to the Permit Portal and make the payment.

14. To do this, please do the following:
Log onto your permit portal account, go to the search box, and type in the case permit number or the case project name. Once located, click on the “actions” drop down filter, and select “Pay Fees”. Accept the Payment Terms & Conditions by checking the box next to “Pay Now”, then click on “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’.

Payment Terms and Conditions

Online Tax Payment Option

Land Development and Subdivision Administration only accepts electronic check.

We have chosen to use SC.GOV as our merchant to provide this credit card payment service to the County.

Payments Processed by SC.GOV: Upon electing to make an online payment, you will be taken to the Enterprise Payment System Checkout page which is an online service provided by SC.GOV, a third-party working under a contract administered by the South Carolina Budget and Control Board, Division of State Information Technology (DSIT). The total amount of your payment will be reflected in the SC.GOV Total shown on the payment confirmation page prior to completing your transaction. The final amount above the permit charge is kept by the payment processor and not passed on to Greenville County. The online pricing 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. Please examine all of the information as you determine if this method of payment suits your needs. Your election of this form of payment constitutes that you understand the contents of this page and are an authorized credit card user.
To start the online payment, fill in all of the required Customer Information. Once Complete, click on “Continue”. You will now be directed to make the payment via SCGOV.
The order summary will show each fee and the total along with the added $2.50 SC.GOV electronic check convenience fee added to the total. (Note: this is a service fee from SC.GOV and does not go to Greenville County)

16. Fill in all of the required Banking Institution Information. Once complete, click on “continue”.

### Order Summary

<table>
<thead>
<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>28353</td>
<td>LDD - LAND DISTURBANCE FEE</td>
<td>$500.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>1</td>
<td>28358</td>
<td>LDD - 2YR PERMIT - PLAN SUBMITTAL FEE</td>
<td>$2,500.00</td>
<td>$2,500.00</td>
</tr>
</tbody>
</table>

Total SC.Dow Charges $3,002.00

### E-check Information

- Is this payment being funded specifically by a foreign source (bank or company), an International ACH Transaction ("IA")? [ ] Yes

### Customer Info

- Customer Name: [Field]
- Address Line 1: [Field]
- City: [Field]
- State: [Field]
- Country: [Field]
- Zip Code: [Field]

### E-check Billing Information

- Bank Account Type: [Field]
- ABA Routing #: [Field]
- Verify ABA Routing #: [Field]
- Bank Account #: [Field]
- Verify Bank Account #: [Field]
- Type of Account: [Field]
- Name of Bank at Which Account is Maintained: [Field]
- Name Under Which the Account is Maintained in the Bank: [Field]

[Continue]
17. Verify that your payment summary is correct. Once verified, click on “Make Payment”.
18. Once you have submitted your payment, a confirmation receipt will be displayed for you to print for your records. Click on “continue” to be brought back to the home screen.
19. To start the Permit Submittal upload process, please do the following: Log into your Permit Portal account. Go to the search box and type in the case permit number or the project name. Scroll to the bottom page until you find the “Related Documents” sections (see example below). Click on the radio button next to “Upload Documents” and then click on “continue”.

---

**Related Documents**

What would you like to do?

- [ ] View Documents
- [X] Upload Documents

---

**Related Documents**

What would you like to do?

- [ ] View Documents
- [X] Upload Documents

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![Screenshot of Permit Portal interface](image)
20. Click the radio button for the type of permit submittal you wish to upload.

**LEGEND**
- **Submittal** = First/Initial Case Permit Submittal
- **Resubmittal** = Permit Case Resubmittal (also can be used for modifications)
- **Pond Volume Verification** = Pond Volume Verification Forms & Drawings
- **StormWater Permit Closeout** = StormWater Permit Closeout Documents
- **Road Closeout** = Road Closeout Forms and drawings
For your first submittal, you must upload all required documents or the permit submittal will not be accepted. If a document does not apply to this permit submittal, click on the checkbox, under N/A, next to “choose file”. Once all documents have been attached, click on “Upload Files”.

Note1: If you see “Yes” under “Required”, then you are required to submit/upload that document. If you do not see a checkbox under N/A, that means the document is not required at this time.

Note2: You are required to combine either the Landscape or Tree Protection Plan in with the Construction Plan.

Note3: If your construction plan has more than 25 sheets, please check “yes”. See example and outline below.

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Required</th>
<th>N/A</th>
<th>File Upload</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transmittal Letter</td>
<td>Yes</td>
<td></td>
<td>Choose File</td>
</tr>
<tr>
<td>Greenville County Application w/NOI</td>
<td>Yes</td>
<td></td>
<td>Choose File</td>
</tr>
<tr>
<td>Project Registry Form</td>
<td>Yes</td>
<td></td>
<td>Choose File</td>
</tr>
<tr>
<td>Stormwater Management/Sediment Control Checklist</td>
<td>Yes</td>
<td></td>
<td>Choose File</td>
</tr>
<tr>
<td>Acknowledgement of Primary Permittee</td>
<td>Yes</td>
<td></td>
<td>Choose File</td>
</tr>
<tr>
<td>Responsibilities</td>
<td>Yes</td>
<td></td>
<td>Choose File</td>
</tr>
<tr>
<td>Road Review Checklist</td>
<td>No</td>
<td></td>
<td>Choose File</td>
</tr>
<tr>
<td>Resource Remediation Fund Certification</td>
<td>No</td>
<td></td>
<td>Choose File</td>
</tr>
<tr>
<td>Stormwater Management Facility</td>
<td>No</td>
<td></td>
<td>Choose File</td>
</tr>
<tr>
<td>Maintenance Agreement</td>
<td>No</td>
<td></td>
<td>Choose File</td>
</tr>
<tr>
<td>Project Information Form</td>
<td>No</td>
<td></td>
<td>Choose File</td>
</tr>
<tr>
<td>Stormwater Report</td>
<td>Yes</td>
<td></td>
<td>Choose File</td>
</tr>
<tr>
<td>Stormwater Pollution Prevention Plan</td>
<td>No</td>
<td></td>
<td>Choose File</td>
</tr>
<tr>
<td>360 Watershed maps for Pre&amp;Post Development</td>
<td>No</td>
<td></td>
<td>Choose File</td>
</tr>
<tr>
<td>Construction Plans with Landscape and Tree Protection Plan</td>
<td>More than 25 pages? ✔</td>
<td>Yes</td>
<td>Choose File</td>
</tr>
<tr>
<td>Cover Sheet</td>
<td>No</td>
<td></td>
<td>Choose File</td>
</tr>
<tr>
<td>Demolition Plans</td>
<td>No</td>
<td></td>
<td>Choose File</td>
</tr>
<tr>
<td>Site Plans</td>
<td>No</td>
<td></td>
<td>Choose File</td>
</tr>
<tr>
<td>Erosion Control Plans with Erosion Control Spots and Details</td>
<td>No</td>
<td></td>
<td>Choose File</td>
</tr>
<tr>
<td>Grading Plans with Grading Spots and Details</td>
<td>No</td>
<td></td>
<td>Choose File</td>
</tr>
<tr>
<td>Roadway Plan and Profile Plans with Roadway Specifics and Details</td>
<td>No</td>
<td></td>
<td>Choose File</td>
</tr>
<tr>
<td>Landscape Plans with Landscape Spots and Details</td>
<td>No</td>
<td></td>
<td>Choose File</td>
</tr>
</tbody>
</table>

Upload Files
21. Once all required files have been uploaded, you will receive the following message below. Click on the “x”. This will bring you back to the case information screen.

Files uploaded successfully
To check on the status of the permit, log onto your permit portal account, go to the search box, and type in the case permit number or the case project name. Once located, click on the “actions” drop down filter, and select one of the following options.

Example: when you choose check case status, the case workflow will be displayed. If you see nothing under the result action, then your permit case is still pending review.
For additional information and/or questions, please email Merri Uhrinek @ muhrinek@greenvillencounty.org

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