

Welcome to Greenville County's Introduction of the new 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 begin using Cityworks on August 1, 2016. This marks the first phase in a three part roll-out for the new online development/permitting system.
- 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 <u>must become a registered user</u>. 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





Online Permit Development Center

Home Contact Information

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:

Permits & Applications Click on Apply

Account Administration

Create or Modify Access

"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.

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

Electronic Permit Resources

- + 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?
 - Start a Permit
 - What Are the Electronic Submittal Specifications/Requirements?
 - Where Do I Find the FTP Site?

Click Here

Disclosure Acceptance



How to Apply For a Login

Password

Forgot Password?

Log In



Once all fields have been completed in this section, click on submit. Send an email notice <u>muhrinek@greenvillecounty.org</u> to state that you have applied for a login. Once received, you will be notified within 24 business hours of your Login Approval via email.

Note: Login's will be based on the individual, not the company due to security reasons. Once approved, you do not have to re-apply.

Note: Login Id needs to be your email address.

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		Apply for a login		
		Login Id (email address)	Required	If Available
		Password	Confirm Password	Required
		Name, Address		
		First Name Required	Last Name	Required
		Address		Required
		City	-State- Zip	Required
		Security Question		Required
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mit		Submit Clear Cancel		

FORGOT PASSWORD?

Go to the Greenville County.org, Permitting, Apply, Accept the Disclaimer, and then click on "forgot password".



Login for Meeting Request/Permit Application Submittal

Go to: Greenville County Online Development Services Website

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



Submit a New Application (Meeting Request)



Review your submitted applications

Review your incomplete applications

Submit a new application

*Submitting a new application starts your new permit case.

Create an Application	
Applications 🔍 search	Details -
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Business Case Type Description CE-CODE ENFORCEMENT COMPLAINT	Details =
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Business Case Type Description COM - CONSTRUCTION WITHOUT PLANS	Details -
Business Case Type Description COM - DEMOLITION PERMIT	Details -
Business Case Type Description COM - ELECTRICAL STANDALONE PERMIT	Details -
Business Case Type Description COM - FEASIBILITY/CHANGE TENANT PERMIT	Details -
Business Case Type Description	

Type in the box or scroll through the list of potential case/permit types that can be submitted via the Cityworks Public Portal.

<u>Example:</u> for a Land Disturbance Permit, type in Land Disturbance or LDP in the search field, and the permit application will populate.





State License Search C Finter your PE number here. This will only work if you have an account that has been created/approved. If you do not have an account, please send an email to muhrinek@greenvillecounty.org and include the following information: Company Name, First/Last Name, Company Address, Office Phone, Cell Phone, Fax Number, Email Address, and PE number. Once the PE number has been entered, your company information will be displayed.

Case Info	Applicant	People	Attachment	Case Data	Payment	_
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Previous	Next Clear Click on NEXT	Cancel				

PRIMARY PERMITTEE/APPLICANT	List Primary here.	y Permittee <u>Name</u> (owner)			
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Address Line2					
Address Line3					
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Country Code					
Phone (Home)	Phone (Mo	oblie)			
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Applicant

People

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Creating Application: [LDD - LAND DISTURBANCE PERMIT]





CLICK on NEXT to proceed.

All Case/Permit Documents should be uploaded to Greenville County's FTP site. This includes the county permit app, NOI, Design Checklist, Site plan, Narrative, Fee Receipts, etc. Right Click and click on "open" to open the attached link to the FTP Instructions: <u>FTP Instructions.pdf</u>

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Note: all data with a red * is required and must be entered. Incomplete or missing information may delay the permitting process.

Remember to "accept" the disclaimer and then click on next.

Once your application has been submitted, your case (project) number will be displayed (as shown below) for your confirmation and record.



Check Status of a Submitted Application or Pay Fees





https://cityworks.greenvillecounty.org/CityworksPub/template/OpenCases.aspx#

Fees

Fee	Amount
LDD - SIMPLIFIED PLAN REVIEW FE	\$0.00
LDD - CONCEPT REVIEW FEE	\$0.00
LDD - NOTICE OF VIOLATION FEE	\$0.00
LDD - REMEDIATION FEE	\$225.00
LDD - PERMIT RENEWAL (5 YEAR PERMIT) FEE	\$0.00
LDD - RE-ACTIVATE INACTIVE PERMIT	\$0.00
LDD - VARIANCE OR WAIVER REQUEST FEE	\$0.00
LDD - RESIDENTIAL LOT PLAN FEE	\$0.00
LDD - LAND DISTURBANCE FEE	\$210.00
LDD - TYPE 1 MODIFICATION FEE	\$0.00
LDD - TYPE 2 MODIFICATION FEE	\$0.00
LDD - 2YR PERMIT - PLAN SUBMITTAL FEE	\$0.00
LDD - 5YR PERMIT - PLAN SUBMITTAL FEE	\$0.00
LDD - SUBDIVISION/ROAD REVIEW FEE	\$0.00
LDD - SUBDIVISION/ROAD REIVEW LOT FEE	\$0.00
LDD - RE-ISSUE REVOKE PERM 5KSF-1AC FEE	\$0.00
LDD - RE-ISSUE REVOKE PERM 1AC-10AC FEE	\$0.00
LDD - RE-ISSUE REVOKE PERM >10AC FEE	\$0.00
LDD - SHDHEC CURSORY COMP REVIEW FEE	\$0.00
LDD - ENGINEER MINIMUM FEE	\$500.00
LDD - PERMIT RENEWAL (2 YEAR PERMIT) FEE	\$0.00



Check "Payment Terms and Conditions" check box and then "Pay Now" will be active. Click "Pay Now"

Total: \$935.00



Click "OK" to continue with the Payment and "Cancel" to return to the previous screen



eGov Payment Services Branding

Home » Customer Profile Note: All fields prefixed by a red asterisk (*) are required.

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Click CONTINUE to make your payment through SC.GOV

Cancel

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The order summary will show each fee and the total along with the added eGov (SC.GOV) convenience fee added to the total – Note: this is a service fee from SC.GOV and does not go to Greenville County

Fill out the cardholder or checking account holder information based on the payment method and click "Continue" eGov Payment Services Branding Home > Customer Profile > Credit Card Information Note: All fields prefixed by a red asterisk (*) are required. Fill out the credit card Credit Card Information Modify payment method information or checking account institution *Credit Card Number information. *Credit Card Type ::: SELECT CARD TYPE ::: *Expiration Date ::: SELECT MONTH ::: ::: SELECT YEAR ::: *Name on Card Test *Card Verification Number What's This? Verify the fees being Order Summary charged to the credit Qty Product/Service SKU Price Total card or checking 15132 LDD - REMEDIATION FEE \$225.00 \$225.00 15137 LDD - LAND DISTURBANCE FEE \$210.00 \$210.00 account. 15148 LDD - ENGINEER MINIMUM FEE \$500.00 \$500.00 Total SC.Gov Charges \$951.90 Customer Info Verify the cardholder information **Billing Information** Modify address information Cardholder Information Customer Name: Test 301 Test Lane Address Line 1: Greenville City: State: SC Click "Continue" to have US Country: 29601 Zip Code: the payment processed

Continue »

Back

Cancel



 Verify the order total, credit card information, and billing information

Select "Yes" and populate the email address to get a receipt emailed to you. Click "Make Payment" to process the payment

NOTE: Your statement will	reflect a payment to SC.Cov
Greenville County Codes E	Enforcement TEST
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Click "PLEASE PRINT THIS PAGE" to print out a copy of the receipt

Click "Continue" to complete the payment process

Emailed Receipt

If there are problems with how this message is displayed, click here to view it in a web browser. Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

> RECEIPT NOTE: Your statement will reflect a payment to SC.Gov

NOTE. You interment with restory primer to be don't
Greenville County Codes Enforcement TEST
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Name: Curtic Stadman
Email: colordman/ligreestrillecounty.org
Phone: (864) 467-7136
Address
301 University Ridge
Smine 1800
Greenville, SC 29601
Order Information
Reference Number: 89
Order ID: 32182
TPE Order ID: 17135128
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Credit Card Type: Discover
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Payment for Products or Services
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This colline 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.

Finish an Application that has Not been Submitted



Thank you for attending this training session. For additional information and/or questions, please email <u>muhrinek@greenvillecounty.org</u>

This presentation will be available via Greenville County Land Developments website. If you signed in for this meeting and provided your email address, I will email this presentation to you.