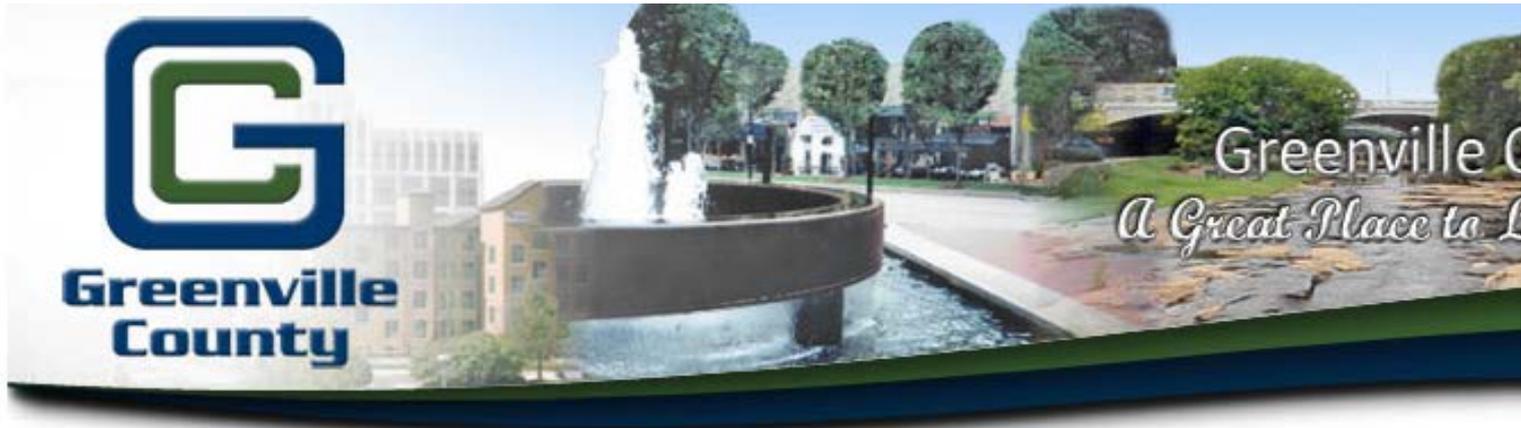




**INSTRUCTIONS FOR
DOWLOADING MARKED UP
SITE PLANS FROM THE PERMIT
PORTAL AND RESPONDING TO
COUNTY REVIEW COMMENTS.**

To access the permit portal, type the following link into your internet browser: <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: This Permit Development site is currently only being used by the Land Development Division. The recommended internet browsers are:

- Google Chrome 
- Mozilla Firefox 

For permits through the **Building Safety Department**, [click here](#).

Click on "Account Log in".

Account Administration

- [Account Log-in](#)
- [Password Re-Set](#)
- [Apply for a new account](#)
"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 PLL?](#)
- [Why Should I Use It?](#)
- [Can I Still Come In and Apply In Person?](#)
- [How Do I Pay the Fees?](#)
- [How To Apply for a New Online Account](#)
- [How To Create a Land Disturbance Permit Case](#)

For all user assistance, questions, and concerns regarding land development permits, please contact:

Greenville County Land Development
Merri Uhrinek
Phone: 864.467.4613
MUhrinek@greenvillecounty.org

PLEASE NOTE: All plan submittals uploaded to the permit portal will be logged into the permit system for review on the **next** business day.

Disclosure Acceptance

Online Permit Application Disclaimer

[Home](#) [Departments & Elected Offices](#) [Jobs](#) [Services](#) [Popular Services](#) [Resources](#) [Answer Book](#)

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:



Log In

Log In

Don't have an account? [Sign Up](#)

Username

mairr1575@gmail.com

Password

••••

Click Here



Log In

[Forgot Password?](#)

3.1-Release



1. Search through your submitted LDP Permit Case list to find your permit case and number. See example below. Once found, click on the permit case number to open the case.

Cityworks

+ New Application

Incomplete Submitted

Submitted Applications

search Sort

LDD - LAND DISTURBANCE PERMIT 2020-0039	9 WATCH HILL CT, GREENVILLE, 29607 Merri's Test Case	SUBMITTED Actions...	Created 01/23/2020
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2. Scroll midway down your screen to look for the case documents. Click on “View Documents” and then Click on “Continue”.

Related Documents

What would you like to do?

View Documents

Upload Documents - ONLY ONE UPLOAD UNLESS INSTRUCTED. ALL ADDITIONALS WILL BE DISCARDED

3. Click on “View Documents” and then Click on “Continue”.

All plan submittals uploaded to the permit portal will be logged into the permit system for review on the next business day.



Greenville
County

Click on the Plan Review Comments document to begin the download.

Related Documents

gridDocument_DocumentHeader	gridDocument_FileHeader	gridDocument_UploadedHeader
LDD - LAND DISTURBANCE PERMIT LDP	PLAN REVIEW COMMENTS WITH ATTACHED PLAN	02/7/2020 9:39 PM
LDD - LAND DISTURBANCE PERMIT LDP	CONSTRUCTION PLANS WITH LANDSCAPE OR TREE PROTECTION PLAN	01/2/2020 4:12 PM
LDD - COMBOS CMB	2017 APPROVED CONSTRUCTION PLAN	01/3/2020 3:26 PM

Once the download is complete, save the review comments and plan to a folder on your PC. The review comments will be at the beginning of the document. **Note:** You can click on the mark-up icon that is on the review letter and it will take you directly to the markup area on the plan. The marked-up plan will be directly after the review letter.

Markup	Date	Subject	Author
	11/22/2019	Note	MUhrinek
	9/24/2019	Cloud+	MUhrinek
	11/22/2019	Highlighter	MUhrinek



To Begin Responding to the Review Comments, Please Do The Following Process:

1. Go to your email and open the Review Comments Letter (Microsoft Word document) that was emailed to you by LDD's Permit Coordinator.
2. To start making comments, click inside the section named "Engineer Response Comments". See example in slide # 9. Please change the font to any dark color (no light colored font) of your choice and be sure that the font size is set to at least 10. Begin making your comments. Once complete, save as a PDF and name the document "Engineer Response Letter".
3. Upload the Engineer Response Letter into the "resubmittal" folder and then into the sub folder named "Engineer Response Letter". Also remember to upload all other items as requested in the review comments letter into their designated folders.
4. A step-by-step video guide has been placed on our website.
<https://www.greenvillecounty.org/Permitting/RespondingToCountyComments.aspx>
(Please copy and paste the above link into your internet browser. Use chrome or firefox)



For additional information
and/or questions, please
email Merri Uhrinek @
muhrinek@greenvillecounty.org

Greenville County Land Development
301 University Ridge, Suite 3900
Greenville, SC 29615
864-467-4613