




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/>



Home Departments & Elected Offices Jobs Services Popular Services Resources Answers



**Food Composting Chimneys Announcement**

- Assistance Request
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# ONLINE PERMIT DEVELOPMENT CENTER

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](#)

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

## 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.

- [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](#)

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

- [Click Here](#)



**Greenville  
County**

# 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:**

Click "Accept."

# Creating a Land Disturbance Permit (case) Instructions

Go to: Greenville County Online Development Services Website

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

**Cityworks®**

**Input your email address & password that you used when creating your account.**

**Input Email Address here.** →

**Input Password here.** →

Log In

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

Username

Password

**Log In**

[Forgot Password?](#)

3.0.1-Release





# Creating A New Land Disturbance Permit Case (for a Meeting Request)

Cityworks®

+ New Application

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

\*Submitting a new application starts your new permit case.



## Select an Application

search Applications...

Applications

Categories



Land Development



Subdivision



Zoning

2. Click on the Land Development folder to create a new Land Disturbance permit application.

Cityworks®

## Select an Application

search Land Development...

Applications > Land Development

Applications

LDD - LAND DISTURBANCE PERMIT



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

4. Click on "Begin Application" to start your permit case.

Begin Application



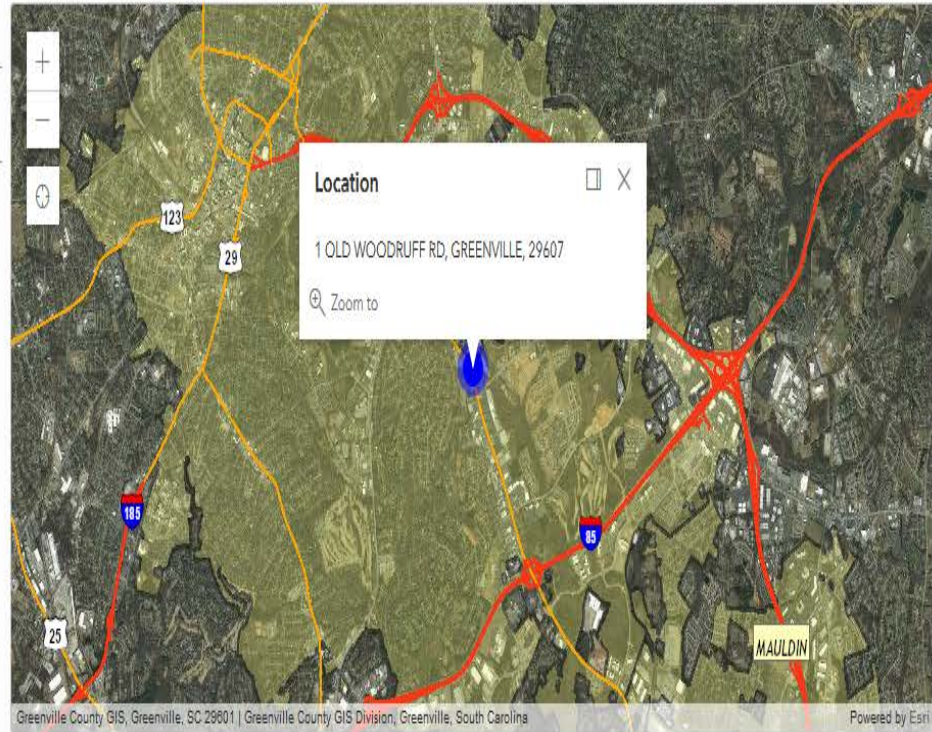
1 Main

5. Input Permit/Case Name here.

Description  
Woodruff Road Plaza

6. Input Site Location Address here.

Address  
1 OLD WOODRUFF RD, GREENVILLE, 29607



Cancel Clear **Next**

7. Click on Next



1 Main

2 Contractor

8. Click on "select Contractors/ Engineers"

Select Contractor(s)/Engineer(s)...

Business Name	Type	License	Expiration
No contractors to display.			

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

Cancel Clear Previous Next

State License Search

1234

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.

Business Name	Type	License	Expiration
<input checked="" type="checkbox"/> Greenville County Land Dev			
<input type="checkbox"/> RABY CONSTRUCTION 1234			
<input type="checkbox"/> THE WINTER CONSTRUCTION COMP			
<input type="checkbox"/> WINDOW WORLD OF THE UPSTATE LLC 3345	BD2	112347 3342	10/31/2016

**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](mailto:muhrinek@greenvillecounty.org)

Cancel Submit

1 Main

2 Contractor

3 People

8. Input the Primary Permittee/Applicant complete information.

9. Input the Owner complete information.

PRIMARY PERMITTEE/DEVELOPER more...

Use My Info

OWNER more...

Use My Info

SECONDARY PERMITTEE more...

Use My Info

Name

Name

Name

Address Line1

Address Line1

Address Line1

City Name State Zip Code

City Name State Zip Code

City Name State Zip Code

Phone (Office) Phone (Mobile)

Phone (Office) Phone (Mobile)

Phone (Office) Phone (Mobile)

Email

Email

Email

Company Name

Company Name

Company Name

Cancel Clear Previous Next

10. Click on Next





1 Main

2 Contractor

3 People

4 DataGroup

**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.*

GENERAL DISCLAIMER

! I ACKNOWLEDGE THAT I HAVE READ AND AGREE TO GREENVILLE COUNTY'S PERMIT APPLICATION DISCLAIMER AVAILABLE ON THE COUNTY'S WEBSITE. PERMIT COST WILL BE DETERMINED UPON REVIEW OF SUBMITTAL. ?

Select a value  
I ACCEPT

LDD - GENERAL PROJECT INFORMATION

! MEETING REQUEST TYPE:

Select a value  
NEW DEVELOPMENT PRE-DESIGN

! PROJECT NAME:

Maple Grove Subdivision

! PRIMARY PARCEL TAX MAP NUMBER: ?

Text  
0500010100204

ADDITIONAL PARCEL TAX MAP NUMBERS (IF APPLICABLE): ?

Comment



## Application: LDD - LAND DISTURBANCE PERMIT

Step 5 of

- 1 Main
- 2 Contractor
- 3 People
- 4 DataGroup
- 5 Rel Docs

File uploading is not available before a case has been submitted.

**12. Click on Next**

Cancel	Clear	Previous	Next
--------	-------	----------	------

- 1 Main
- 2 Contractor
- 3 People
- 4 DataGroup
- 5 Rel Docs
- 6 Payment



Fee	Amount
LDD - SIMPLIFIED PLAN REVIEW FE	\$0.00
LDD - CONCEPT REVIEW FEE	\$0.00
LDD - NOTICE OF VIOLATION FEE	\$0.00
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	\$0.00
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 REVIEW LOT FEE	\$0.00
LDD - RE-ISSUE REVOKE PERM 5K3F-1AC FEE	\$0.00
LDD - RE-ISSUE REVOKE PERM 1AC-10AC FEE	\$0.00
LDD - RE-ISSUE REVOKE PERM >10AC FEE	\$0.00
LDD - SHOHEC CURSORY COMP REVIEW FEE	\$0.00
LDD - ENGINEER MINIMUM FEE	\$0.00
LDD - PERMIT RENEWAL (2 YEAR PERMIT) FEE	\$0.00
LDD - PLAN RE-SUBMITTAL FEE	\$0.00
LDD - REMEDIATION FEE	\$0.00
LDD - EXPEDITED REVIEW FEE	\$0.00
LDD - APPROVED SET OF ON-SITE PLANS (\$2)	\$0.00
<b>Total:</b>	<b>\$0.00</b>

Payment Amount: 0.00

Payment Terms and Conditions  Pay Now

**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.*



## Application

LDD - LAND DISTURBANCE PERMIT

2018-0058

1 OLD WOODRUFF RD, GREENVILLE, 29607

Woodruff Road Plaza



SUBMITTED

Created:03/01/2018

Expires:03/01/2020

Actions...

Once your case has been submitted, your case number will appear in the upper left corner.

## Addresses

### Address

1 OLD WOODRUFF RD, GREENVILLE, 29607

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.

Received By

Payment

\$0.00

Total: \$0.00

## People

Title	Name	Address
PRIMARY PERMITTEE/DEVELOPER	Merri Uhrinek	301 University Ridge, Suite 3900, Greenville, SC, 29601
OWNER	Greenville County	301 University Ridge, Suite 3900, Greenville, SC, 29601

## Contractor(s)/Engineer(s)

Business Name	Type	License	Expiration
Greenville County Land Dev	PE	1234 (TEST)	

## Data

### GENERAL DISCLAIMER

I ACKNOWLEDGE THAT I HAVE READ AND AGREE TO GREENVILLE COUNTY'S PERMIT APPLICATION DISCLAIMER AVAILABLE ON THE COUNTY'S WEBSITE. PERMIT COST WILL BE DETERMINED UPON REVIEW OF SUBMITTAL.

Selected value

I ACCEPT

### LDD - GENERAL PROJECT INFORMATION

MEETING REQUEST TYPE:

Selected value

NEW DEVELOPMENT PRE-DESIGN MEETING

PROJECT NAME:

Woodruff Road Plaza

PRIMARY PARCEL TAX MAP NUMBER:

Test

0547030100104

## Workflow

Description	Result	Target End	Completed	M	Comments
LOCATION IS WITHIN MUNICIPALITY		03/02/2018 10:57AM		1	
INDUSTRIAL NOTIFICATION		03/02/2018 10:57AM		1	
FIELD INSPECTION NEEDED BEFORE PREDESIGN MTG				2	
PREPARE FOR MEETING - HARP				2	
PREDESIGN MEETING/QUESTIONS ANSWERED				2	
VERIFY APPLICATION PLAN PACKAGE COMPLETE & FEES PAID				3	
TYPE OF PERMIT PACKAGE SUBMITTED				4	

## Related Documents

What would you like to do?

View Documents

Upload Documents

Continue



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”.

**SUBMITTED** Created:05/8/2018  
Expires:05/8/2020

Actions...  
 Actions...  
 Check Case Status  
 Pay Fees

**Fees**

Fee	Amount
LDD - SIMPLIFIED PLAN REVIEW FE	\$0.00
LDD - CONCEPT REVIEW FEE	\$0.00
LDD - NOTICE OF VIOLATION FEE	\$0.00
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	\$500.00
LDD - TYPE 1 MODIFICATION FEE	\$0.00
LDD - TYPE 2 MODIFICATION FEE	\$0.00
LDD - 2YR PERMIT - PLAN SUBMITTAL FEE	\$2500.00

Payment Amount: 3000

Payment Terms and Conditions  **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'.

**OK** **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 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. 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.



**15.** 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.

## Order Summary

Qty	SKU	Product/Service	Price	Total
1	26353	LDD - LAND DISTURBANCE FEE	\$500.00	\$500.00
1	26356	LDD - 2YR PERMIT - PLAN SUBMITTAL FEE	\$2,500.00	\$2,500.00
Total SC.Gov Charges				\$3,002.50

## Customer Info

## Customer Address

\*Customer Name

\*Address Line 1

Address Line 2

\*City

\*State/Province

\*Zip Code

\*Country

Contact Phone

Numbers only. Example: 1231234567

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 **CONTINUE** to make your payment through SC.GOV

Cancel

Continue »



## Order Summary

Qty	SKU	Product/Service	Price	Total
1	26353	LDD - LAND DISTURBANCE FEE	\$500.00	\$500.00
1	26356	LDD - 2YR PERMIT - PLAN SUBMITTAL FEE	\$2,500.00	\$2,500.00
Total SC.Gov Charges				\$3,002.50

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)

## E-check Information

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

Insufficient funds, debit blocked or incorrect routing and account numbers may result in a returned check fee.

\*Bank Account Type  
 Business  
 Consumer

\*ABA Routing #   
[What's This?](#)

\*Verify ABA Routing #

\*Bank Account #   
[What's This?](#)

\*Verify Bank Account #

\*Type of Account

\*Name of Bank at Which Account is Maintained  
  
*Example: Bank of America*

\*Name Under Which the Account is Maintained in the Bank  
  
*Example: John Doe*

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

## Customer Info

## E-check Billing Information

[Modify address information](#)

### Customer Address

Customer Name: Mairr  
Address Line 1: 301 University Ridge  
City: Greenville  
State: SC  
Country: US  
Zip Code: 29601

Cancel

Back

Continue >



Your payment has not been processed. Please verify your payment information. By clicking Make Payment below, I certify that I am authorized to make this payment and I authorize SC.gov to charge this account in the amount of \$3002.5000.

### Order Summary

Qty	SKU	Product/Service	Price	Total
1	26353	LDD - LAND DISTURBANCE FEE	\$500.00	\$500.00
1	26356	LDD - 2YR PERMIT - PLAN SUBMITTAL FEE	\$2,500.00	\$2,500.00
Total SC.Gov Charges				\$3,002.50

### Order Information

Reference Number: 1079

### E-check Information

Type of Account: Checking

Account Number: \*\*\*\*\*0000

Name of Bank at Which Account is Maintained:

Bank of America

Name Under Which Account is Maintained at the Bank:

Mairr

### Billing Information

[Modify address information](#)

#### Customer Address

Customer Name: Mairr  
Address Line 1: 301 University Ridge  
City: Greenville  
State: SC  
Country: US  
Zip Code: 29601

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

Cancel

Back

Make Payment


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.

**Greenville County Government** online



# RECEIPT

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

## Greenville County Codes Enforcement TEST

<b>Contact Details</b> Name: Greenville County Email: ddebols@greenvillecounty.org Phone: (864) 467-7138 Fax: (864) 467-7138	<b>Address</b> 301 University Ridge Greenville, SC 29601
--	--

PLEASE PRINT THIS PAGE

### Order Information

Reference Number: 1081  
Order ID: 34435  
TPE Order ID: 37105722  
Order Date: 5/15/2018 2:30:37 PM

### Payment Method (ECheck)

Account Type: Checking  
Account Number: \*\*\*\*\*6637  
Name of bank at which account is maintained: Bank of America  
Name under which account is maintained at the bank: Merri Uhrinek

### Billing Information

**Customer Address**  
Name & Address  
Merri  
301 University Ridge  
Greenville, SC 29601 US  
Phone: (864) 467 - 4613

### Payment for Products or Services

SKU: 26353  
Product: LDD - LAND DISTURBANCE FEE  
Quantity: 1  
Item Price: \$500.00

SKU: 26356  
Product: LDD - 2YR PERMIT - PLAN SUBMITTAL FEE  
Quantity: 1  
Item Price: \$2,500.00

## SC.GOV Total: \$3,002.50

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.

**Continue**


**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

Upload Documents



Greenville County

**OPEN**

Created:03/01/2018  
Expires:03/01/2020

Actions...

---

**Payments**

Payment Type	Received By	Payment
No payments to display.		\$0.00
		Total: \$0.00

**Contractor(s)/Engineer(s)**

Business Name	Type	License	Expiration
Greenville County Land Dev	PE	1234 (TEST)	

**Workflow**

Description	Result	Target End	Completed	M	Comments
LOCATION IS WITHIN MUNICIPALITY	NTNO-OPEN	03/02/2018 10:57AM	03/01/2018 11:1AM	1	
INDUSTRIAL NOTIFICATION	NTNOTAPPLI	03/02/2018 10:57AM	03/01/2018 11:4AM	1	
FIELD INSPECTION NEEDED BEFORE PREDESIGN MTG	NTNA	03/02/2018 11:4AM	03/01/2018 11:4AM	2	
PREPARE FOR MEETING - HARP	NTCOMPLETE	03/05/2018 11:4AM	03/01/2018 11:4AM	2	
PREDESIGN MEETING/QUESTIONS ANSWERED	NTYES	03/05/2018 11:4AM	03/01/2018 11:4AM	2	
VERIFY APPLICATION PLAN PACKAGE COMPLETE & FEES PAID		03/02/2018 11:4AM		3	
TYPE OF PERMIT PACKAGE SUBMITTED				4	

**Related Documents**

What would you like to do?

View Documents

Upload Documents



**20.** Click the radio button for the type of permit submittal you wish to upload.

## Related Documents

Select upload type:

- Submittal
- Resubmittal
- Pond Volume Verification
- StormWater Permit Closeout
- Road Closeout

Continue

### LEGEND

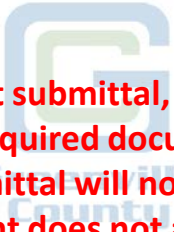
**Submittal** = First/Initial Case Permit Submittal

**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.

Construction Plans with Landscape and Tree Protection Plan			
More than 25 pages? <input checked="" type="checkbox"/>			
Cover Sheet	No	<input type="checkbox"/>	Choose File No file chosen
Demolition Plans	No	<input type="checkbox"/>	Choose File No file chosen
Site Plans	No	<input type="checkbox"/>	Choose File No file chosen
Erosion Control Plans with Erosion Control Specs and Details	No	<input type="checkbox"/>	Choose File No file chosen
Grading Plans with Grading Specs and Details	No	<input type="checkbox"/>	Choose File No file chosen
Roadway Plan and Profile Plans with Roadway Specifications and Details	No	<input type="checkbox"/>	Choose File No file chosen
Landscape Plans with Landscape Specs and Details	No	<input type="checkbox"/>	Choose File No file chosen

Document Name	Required	N/A	File Upload
Transmittal Letter	Yes		Choose File No file chosen
Greenville County Application w/NOI	Yes		Choose File No file chosen
Project Registry Form	Yes		Choose File No file chosen
Stormwater Management/Sediment Control Checklist	Yes		Choose File No file chosen
Acknowledgement of Primary Permittee Responsibilities	Yes		Choose File No file chosen
Road Review Checklist	No	<input type="checkbox"/>	Choose File No file chosen
Resource Remediation Fund Certification	No	<input type="checkbox"/>	Choose File No file chosen
Stormwater Management Facility Maintenance Agreement	No	<input type="checkbox"/>	Choose File No file chosen
Project Information Form	No	<input type="checkbox"/>	Choose File No file chosen
Stormwater Report	Yes		Choose File No file chosen
Stormwater Pollution Prevention Plan	No	<input type="checkbox"/>	Choose File No file chosen
360 Watershed maps for Pre&Post Development	No	<input type="checkbox"/>	Choose File No file chosen
Construction Plans with Landscape and Tree Protection Plan	More than 25 pages?	Yes <input type="checkbox"/>	Choose File No file chosen
Data Files - Sedimentology	No	<input type="checkbox"/>	Choose Files No file chosen
Data Files - Hydrology	No	<input type="checkbox"/>	Choose Files No file chosen
Data Files - Post Water Quality	No	<input type="checkbox"/>	Choose Files No file chosen

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.





+ New Application

Incomplete Submitted

Submitted Applications

2018-0080

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.

LDD - LAND DISTURBANCE PERMIT  
2018-0080

217 WADE HAMPTON BLVD, 29609  
The Community Tap

FULLLAND

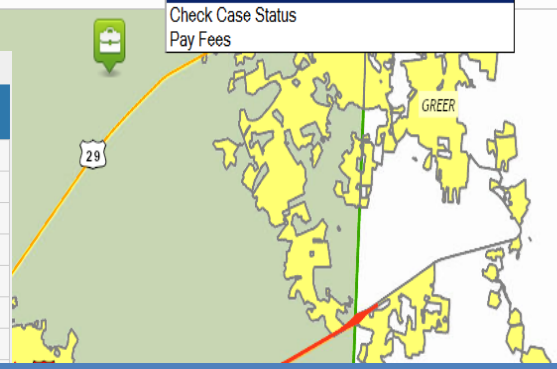
Created  
04/18/2018

- Actions...
- Actions...
- Check Case Status
- Pay Fees

### Workflow

< 1 to 10 of 18 items > Show All

Description	Result	Target End	Completed	M	Comments
LOCATION IS WITHIN MUNICIPALITY	NTNO-OPEN	04/19/2018 2:08 PM	04/18/2018 2:12 PM	1	
INDUSTRIAL NOTIFICATION	NTNOTAPPLI	04/19/2018 2:08 PM	04/18/2018 2:12 PM	1	
FIELD INSPECTION NEEDED BEFORE PREDESIGN MTG	NTNA	04/19/2018 2:12 PM	04/18/2018 2:12 PM	2	
PREPARE FOR MEETING - HARP	NTCOMPLETE	04/20/2018 2:12 PM	04/18/2018 2:12 PM	2	
PREDESIGN MEETING/QUESTIONS ANSWERED	NTYES	04/20/2018 2:12 PM	04/18/2018 2:12 PM	2	
VERIFY APPLICATION PLAN PACKAGE COMPLETE & FEES PAID	NTCOMPLETE	04/19/2018 2:12 PM	04/18/2018 2:15 PM	3	
TYPE OF PERMIT PACKAGE SUBMITTED	FULLLAND	04/19/2018 2:15 PM	04/18/2018 2:15 PM	4	
DRIVEWAY CONCERNS	ITDOT	04/19/2018 2:15 PM	04/18/2018 2:15 PM	5	
PR-LAND DEVELOPMENT (LDD-FLD)		05/1/2018 2:15 PM		6	
PR-ZONING REVIEW(LDD-FLD)		05/3/2018 2:15 PM		6	
PR-FLOODPLAIN(LDD)		05/1/2018 2:15 PM		6	
PR-FIRE DISTRICT REVIEW (LDD)		05/1/2018 2:15 PM		6	
SC DHEC 401 REVIEW		05/1/2018 2:15 PM		6	
USACOE REVIEW		05/1/2018 2:15 PM		6	
PROJECT ASSIGNMENT		04/19/2018 2:15 PM		6	
SUBDIVISION		05/1/2018 2:15 PM		6	
ATTACHMENT RECEIVED		04/19/2018 2:15 PM		6	
REVIEW LETTER				7	



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  
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