

BUILDING PERMITS ONLINE GUIDE

Select Application


To begin, click [Select Application](#) on the left side of the welcome page. Enter the application number you received when you submitted your application. Enter the last two digits of the year in the first box, then enter the application number in the second box. If your building permit has already been issued, the application number is at the top of your building permit. If needed, you can also search by address, parcel number or name.

Click [Continue](#).

The screenshot shows the 'Select Application' page of the City of Greenville's online permit system. The page has a header with the city logo and name. A left sidebar contains navigation links: 'Home', 'Select Application' (highlighted), and 'Schedule/Cancel Inspections'. The main content area has an orange header with the title 'Select Application'. Below the title, there is a red asterisk indicating required fields. A 'Search Method:' dropdown menu is set to 'Application Number'. Underneath, the 'Search Criteria' section contains two input boxes for the application number, with a red asterisk indicating they are required. An orange 'Continue »' button is located at the bottom right of the form.

Status Detail

Click [Status Detail](#) on the left side of the screen to see information related to your application.



city of
greenville
South Carolina

- Home
- Select Application
- Status Detail**
- Select / Pay Fees
- Permit Status
- Inspection Status
- Plan Tracking Status
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- Print Permits - Must print permit to activate inspections
- Schedule/Cancel Inspections


Status Detail

Parcel ID:	999999-99-99992	Address:	1234 TEST ST 1
Application Date:	01/23/15	Owner:	CITY OF GREENVILLE
Application #:	15 - 235	Application Type:	TEST
Valuation:	\$0	Square Footage:	000000000
Tenant Name:		Application Status:	ADMINISTRATIVE CLOSURE
Tenant Unit Number:		General Contractor:	LAWRENCE, WILLIAM
Zoning Description:	SINGLE-FAMILY RESIDENTIAL		

[Structure Detail](#)

Application Fees

To pay application or permit fees, click [Select/Pay Fees](#) on the left side of the screen. Select the appropriate box(es) in the Pay column and click [Pay Now](#).



Application Fees

If amount due = \$0.00 for the permit type, that permit is paid. All sign related fees must be paid before any permits are issued.

Parcel ID: 999999-99-99992 **Address:** 1234 TEST ST 1

Application Date: 02/02/18 **Owner:** CITY OF GREENVILLE

Application #: 17 - 1021 **Application Type:** SITE APPLICATION

Total: \$364.10

[Pay All Fees](#)

Fees payable online

Fee Description	Permit/Inspection Description	Amt Charged	Amt Due	Pay
PERMIT FEES	BUILDING, RESIDENTIAL (000-000/BLDG-00)	\$0.00	\$0.00	-
PERMIT FEES	BUILDING, RESIDENTIAL (000-000/BLDG-01)	\$364.10	\$364.10	<input checked="" type="checkbox"/>
2015 PLAN REVIEW FEE	2015 PLAN REVIEW FEE	\$2.00	\$0.00	-
Total		\$366.10	\$364.10	\$364.10

Showing 1 to 3 of 3 entries

[Pay Now »](#)


Click [Continue](#) under Payment Method.

The City only accepts American Express, VISA, MasterCard and Discover as payment methods. Enter your credit card information and click [Continue](#).

Review your information and the fees you wish to pay, then click [Continue](#) to generate your receipt. Please print a copy of the receipt for your records.

Print Permits

Click [Print Permits](#) on the left side of the screen. Click the [Adobe PDF icon](#) in the Print column of the permit you want to print. After the document opens, print using your default PDF viewer.



city of greenville *South Carolina*

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Print Permits







Parcel ID: 999999-99-99992 **Address:** 1234 TEST ST 1

Application Date: 02/02/18 **Owner:** CITY OF GREENVILLE

Application #: 17 - 1021 **Application Type:** SITE APPLICATION


PERMIT FORM

Structure: 000 / 000

Permit	Permit Description	Print
BLDG / 00	BUILDING, RESIDENTIAL	
ELER / 00	ELECTRICAL, RESIDENTIAL	
F105 / 00	FIRE, AUTOMATIC EXT. SYSTEM	
F105 / 01	FIRE, AUTOMATIC EXT. SYSTEM	
MCHR / 00	MECHANICAL, RESIDENTIAL	
PLBR / 00	PLUMBING, RESIDENTIAL	

Permit Status

Click [Permit Status](#) on the left side of the screen to see the status of your permit.



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Permit Status List

Parcel ID:	999999-99-99992	Address:	1234 TEST ST 1
Application Date:	02/02/18	Owner:	CITY OF GREENVILLE
Application #:	17 - 1021	Application Type:	SITE APPLICATION
Application Status:	PERMITS ISSUED		

Related Structures and Permits:

Select one of the following to view more information:


Str/Seq/Permit	Permit Description	Contractor/Sub
000 / 000 / BLDG / 00	RESIDENTIAL BUILDING PERMIT	SKUDDY BINNER
000 / 000 / BLDG / 01	RESIDENTIAL BUILDING PERMIT	SKUDDY BINNER
000 / 000 / ELER / 00	RESIDENTIAL ELECTRICAL PERMIT	SKUDDY BINNER
000 / 000 / F105 / 00	AUTOMATIC EXTINGUISHING SYSTEM	SKUDDY BINNER
000 / 000 / F105 / 01	AUTOMATIC EXTINGUISHING SYSTEM	SKUDDY BINNER
000 / 000 / MCHR / 00	RESIDENTIAL MECHANICAL PERMIT	SKUDDY BINNER

To view more detailed information about your permit and link to your project-related inspections, click [Str/Seq/Permit](#) in the table at the bottom of the page

Any subcontractors listed on your permit will be listed in the table.

Inspection Status

Click **Inspection Status** on the left side of the screen. Choose the permit you want to view inspections for by clicking the link in the **Str/Seq/Permit** column.



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Inspection Status Permit List

Select a structure / permit selection to view an inspection.

Parcel ID:	999999-99-99992	Address:	1234 TEST ST 1
Application Date:	02/02/18	Owner:	CITY OF GREENVILLE
Application #:	17 - 1021	Application Type:	SITE APPLICATION
Application Status:	PERMITS ISSUED		

Related Structures and Permits:

Select one of the following to view more information:

Str/Seq/Permit ↑↓	Permit Description ↑↓	Contractor/Sub ↑↓
000 / 000 / BLDG / 00	RESIDENTIAL BUILDING PERMIT	SKUDDY BINNER
000 / 000 / BLDG / 01	RESIDENTIAL BUILDING PERMIT	SKUDDY BINNER
000 / 000 / ELER / 00	RESIDENTIAL ELECTRICAL PERMIT	SKUDDY BINNER
000 / 000 / F105 / 00	AUTOMATIC EXTINGUISHING SYSTEM	SKUDDY BINNER

*** Until your building permit has been issued, you will be unable to access inspection information.**

Plan Tracking Status

Click [Plan Tracking Status](#) on the left side of the screen to see the status of your plan review.

On the sample table below:

Agency Description is the department(s) reviewing your plans.

In is the date your plans were submitted to the department.


Est. Comp is the estimated completion date for the department to finish its review.

Last is the actual date the department finished its review.

Type (REV) means the department completed its review.

By is the initials of the person who performed the review.

*If there is no information under Action Summary, the department has not completed its review.



Plan Tracking Agency List

Do not submit your revisions prior to receiving your Comments Notification document.

Parcel ID: 999999-99-99992 **Address:** 1234 TEST ST 1

Application Date: 02/02/18 **Owner:** CITY OF GREENVILLE

Application #: 17 - 1021 **Application Type:** SITE APPLICATION

Select a plan below, to view agency comments.

[Comments](#) [Documents](#)

Agency Description	Key Dates		Action Summary			Revision	
	In	Est. Comp.	Last	Type	By	No.	Description
ADDRESSING	10/24/18	10/26/18	10/25/18	REV	SBL		

Required Inspections

Click [Required Inspections](#) on the left side of the screen to see what inspections are required.

On the sample table below:

Inspection Type is the type of inspection.


Scheduled Date is the date the inspection is or was scheduled for.

Status is the result of the inspection.

Result Date is the date the inspection was resulted.

Permit Description is the type of permit.

Min and **Max** are the order in which the inspections can be scheduled. For example, all inspections that have a Min/Max of 10/0 must be performed and approved before the 20/0 inspections can be done.




Application Inspections for 17 - 1021

Note: Zoning and Site Inspections must be requested by the Building Contractor.

Inspection Type	Scheduled Date	Status	Result Date	Permit Description	Min	Max
BLD SF, FOOTING	02/14/2019	NOT APPLICABLE	02/25/2019	BUILDING, RESIDENTIAL	10	0
BLD, SLAB	07/31/2017	ADMINISTRATIVE CLOSURE	05/29/2018	BUILDING, RESIDENTIAL	10	1,000
ZONING, SETBACK VERIFICATION	02/13/2019	CANCELLED	02/13/2019	BUILDING, RESIDENTIAL	10	1,000
ENG, TRAFFIC FINAL	05/19/2017	APPROVED	05/19/2017	BUILDING, RESIDENTIAL	10	0

Schedule Inspection

Click [Schedule/Cancel Inspections](#) on the left side of the screen to schedule an inspection.



Schedule / Cancel Inspection


Parcel ID: 999999-99-99992 **Address:** 1234 TEST ST 1
Application Date: 02/02/18 **Owner:** CITY OF GREENVILLE
Application #: 17 - 1021 **Application Type:** SITE APPLICATION

Permit Description	Contractor/Sub	Schedule Inspection	Cancel Inspection
RESIDENTIAL BUILDING PERMIT	SKUDDY BINNER	Schedule	Cancel
RESIDENTIAL BUILDING PERMIT	SKUDDY BINNER	Schedule	Cancel
RESIDENTIAL ELECTRICAL PERMIT	SKUDDY BINNER	Schedule	Cancel
AUTOMATIC EXTINGUISHING SYSTEM	SKUDDY BINNER	Schedule	Cancel
AUTOMATIC EXTINGUISHING SYSTEM	SKUDDY BINNER	Schedule	Cancel
RESIDENTIAL MECHANICAL PERMIT	SKUDDY BINNER	Schedule	Cancel

Click [Schedule](#) in the row of the appropriate permit.

***You will be asked to enter the PIN number located on your permit. The PIN number is included in the packet you received when you picked up your permit(s) and in all inspection email notifications.**

Select the inspection you want to schedule.



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Schedule/Cancel Inspections

[Schedule / Cancel Inspection](#) / Available Inspections

Schedule Inspection - Available Inspections

Select the inspection you want to schedule from the list below.

Parcel ID:	999999-99-99992	Address:	1234 TEST ST 1
Application Date:	02/02/18	Owner:	CITY OF GREENVILLE
Application #:	17 - 1021	Application Type:	SITE APPLICATION

Inspections for Permit Number: 000 000 BLDG 00 - RESIDENTIAL BUILDING PERMIT

Inspection Description	Type	PMT/Seq
ZONING, SETBACK VERIFICATION	Z150	BLDG 00

Showing 1 to 1 of 1 entries

Please do not use any special characters when making request notes such as " or '. Please type out inches or feet

Select your preferred date (inspections cannot be scheduled for a specific time of day).

- Home
- Select Application
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- Select / Pay Fees
- Permit Status
- Inspection Status
- Plan Tracking Status
- Required Inspections
- Print Permits - Must print permit to activate inspections
- Schedule/Cancel Inspections**

[Schedule / Cancel Inspection](#) / [Available Inspections](#) / [Available Dates](#) / [Schedule Inspection](#)

Schedule Inspection

MESSAGE NOT FOUND FOR KEY bp.schd_insp.top

Parcel ID:	999999-99-99992	Address:	1234 TEST ST 1
Application Date:	02/02/18	Owner:	CITY OF GREENVILLE
Application #:	17 - 1021	Application Type:	SITE APPLICATION

Inspection for: 000 000 BLDG 00 - RESIDENTIAL BUILDING PERMIT

Thursday 06/13/19

Please do not use any special characters when making request notes such as " or '. Please type out inches or feet

The inspection for the above permit will be scheduled for:

Comments for the inspector:
Use the box below for messages to the inspector and please include person to contact on site and phone number.

SkuddyBinner 123-4567
Gate code 1111. Ask for Skuddy Jr.

Schedule Inspection

Our new cutoff time for same day inspections is 7:00 AM.

Type your name and phone number, as well as any information you want to provide the inspector, in the box.


Click [Schedule Inspection](#).

In the confirmation screen, click [Finish](#) to return to the home page or schedule another inspection.

***If you need assistance or have questions about scheduling an inspection, call 864-467-4550 between 8 a.m. and 4:30 p.m. Monday through Friday.**

Cancel Inspection

Click [Schedule/Cancel Inspections](#) on the left side of the screen to cancel an inspection.



Schedule / Cancel Inspection

Parcel ID: 999999-99-99992 **Address:** 1234 TEST ST 1
Application Date: 02/02/18 **Owner:** CITY OF GREENVILLE
Application #: 17 - 1021 **Application Type:** SITE APPLICATION

Permit Description	Contractor/Sub	Schedule Inspection	Cancel Inspection
RESIDENTIAL BUILDING PERMIT	SKUDDY BINNER	Schedule	Cancel
RESIDENTIAL BUILDING PERMIT	SKUDDY BINNER	Schedule	Cancel
RESIDENTIAL ELECTRICAL PERMIT	SKUDDY BINNER	Schedule	Cancel
AUTOMATIC EXTINGUISHING SYSTEM	SKUDDY BINNER	Schedule	Cancel
AUTOMATIC EXTINGUISHING SYSTEM	SKUDDY BINNER	Schedule	Cancel
RESIDENTIAL MECHANICAL PERMIT	SKUDDY BINNER	Schedule	Cancel

Click [Cancel](#) in the row of the appropriate permit.

***You will be asked to enter the PIN number located on your permit. The PIN number is included in the packet you received when you picked up your permit(s) and in all inspection email notifications.**

Click [Cancel Inspection](#).

In pop-up confirmation box, click [OK](#) to confirm the cancellation.