



Greenville County

Greenville County eTRAKIT User Manual

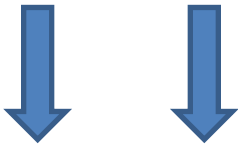
Welcome to the County of Greenville's web portal called eTRAKIT. Through eTRAKIT users have the ability to apply for permits, pay fees, schedule & cancel inspections, view records and check the status of permits and projects.

<https://grvlc-trk.aspgov.com/eTRAKiT/>

If you are a contractor, please proceed to step 5 to set up your account.

For public users please follow the steps below

1. Click on the drop down arrow beside contractor and select public. Click on Setup an Account.



Home | [Setup an Account](#) | [Log In](#) | **Public** ▼ | User Name: | Password: | LOGIN | Remember Me | [Forgot Password /Forgot Username](#)

2. After clicking setup account, follow the prompts to create a new account. (For public users you will not be required to supply a license number)

Create New Public User Account

** Required fields*

New Account Creation for Public Users

Contractors must register for a contractor account with Greenville County.

Account login information will be given to you once you have applied.

Greenville County makes every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation. Utilization of this website indicates understanding and acceptance of this statement.

Profile

* First Name:	<input type="text"/>
* Last Name:	<input type="text"/>
* Address:	<input type="text"/>
* City:	<input type="text"/>
* State:	<input type="text" value="▼"/>
* Zip:	<input type="text" value="-"/>
* Email:	<input type="text"/>
* Phone:	<input type="text" value="() - -"/>
Ext	
License #	<input type="text"/>

Username and Password

* Log-In Name: (letters/numbers only)	<input type="text"/>
Password Rules:	
	Password must be between 8 and 64 characters
	At least one number.
	At least one lower & upper case letter.
	At least one special character.
	Note: Password is case sensitive.
* Password:	<input type="text"/>
* Confirm Password:	<input type="text"/>

3. Click on continue. You are now logged into the system. Follow the prompts below to apply for permits.

[HOME](#) | [DASHBOARD](#) | [VIEW/EDIT PROFILE](#) | [VIEW CART](#) | [LOG OUT](#) **LOGGED IN AS:**

Thank you for registering on Greenville County eTRAKiT website.
If you did not create the account, please call Greenville County immediately.

CONTINUE

4. To apply for a new permit click on Apply/New permit under the Permits section.

Home [Setup an Account](#) [Log In](#) [Contractor](#) User Name: Password: [LOGIN](#) [Remember Me](#) [Forgot Password /Forgot Username](#)






**Greenville
County**

Welcome to Greenville County Public Works Web Portal

This site provides access to Department of Public Works services, allowing citizens to search for information and complete many common tasks over the Internet. Limited online permitting is available for licensed contractors and registered public users.

Check out our [How To...](#) page for instructions on the different features of eTRAKiT. Including Contractor Registration, Inspection Scheduling, Fee Estimator & more. [Click Here](#)

****To schedule an inspection online, you will be required to create a user account or be a registered contractor****

 PERMITS	 PLANNING AND	 CONTRACTOR
<ul style="list-style-type: none">▶ Apply / New Permit▶ Pay Fees▶ Search Permit	<ul style="list-style-type: none">▶ Apply▶ Pay Fees	<ul style="list-style-type: none">▶ Apply AEC▶ Search Contractors▶ Additional Search

5. Click on Apply AEC under the contractor section. You must agree to AEC Application Confirmation and click continue. Complete the information requested on the AEC registration information. Complete the Contact Information page and click next, verify information that was entered and click next. You will be given an AEC number as a contractor.

PERMITS

- ▶ Apply / New Permit
- ▶ Pay Fees
- ▶ Search Permit

PLANNING AND

- ▶ Apply
- ▶ Pay Fees

CONTRACTOR

- ▶ Apply AEC
- ▶ Search Contractors
- ▶ Additional Search

Log In Contractor User Name: Password: LOGIN

AEC Application Confirmation

I Agree
 I Disagree

CONTINUE

6. You must click on agree and click continue. (The text in red are links that will redirect you to to the forms indicated)

Permit Application Confirmation

All permit submittals will be verified prior to permit issuance. Issued permits will be e-mailed to the applicant the following business day.

IF YOU DO NOT HAVE AUTHORIZATION FROM THE CONTRACTOR A PERMIT AGENT AUTHORIZATION FORM MUST BE SUBMITTED WITH YOUR APPLICATION, FAILURE TO DO SO WILL RESULT IN DELAYED PROCESSING. [PermitAgentAuthorizationResidential.pdf \(greenvillecounty.org\)](#)
[permit_agent_authorization.pdf \(greenvillecounty.org\)](#)

IF THIS IS A COMMERCIAL PROJECT PLEASE REVIEW THE COMMERCIAL PLAN REVIEW ELECTRONIC SUBMITTAL GUIDELINES LINK BELOW. FAILURE TO FOLLOW THESE PROCEDURES WILL RESULT IN DELAYED PERMIT PROCESSING.

[Plan Review Drawing Requirements \(greenvillecounty.org\)](#)

I Agree
 I Disagree

CONTINUE

- Click on the permit type drop down arrow to select the type of permit in which you are applying for (for commercial projects you must enter a project name). When the permit type has been selected you must fill out the information requested.

Permit Application



Permit Type Information

PERMIT Type

Project Name:

Notes:

- Once you have completed the application information, you must enter an address or parcel number and click on search. Another drop box will pop up, you will need to click on the arrow to select the address in which you are applying for.

Location

*Enter part or all of your address and press search

Search By

Search Value

Select address below

301 UNIVERSITY RIDGE - PARCEL

Attachments

Please ensure to include required attachments with your application. Failure to do so may delay in the issuance of your permit.

- Any attachments that are required for permitting or plan review will need to be uploaded using the attachments section. Click on select by file name to select the files that you wish to upload. Once you have selected the files to be uploaded you must click upload. Scroll to the bottom of the disclaimer box and click accept. Click on next step.

Attachments

Please ensure to include required attachments with your application. Failure to do so may delay in the issuance of your permit.

Filename ←

Description

←



10. As the applicant your name will automatically be inserted into the applicant contact. If you are a contractor your information from your account login will automatically be populated. Complete the remaining fields required for contractor/subcontractor information. When you have completed the information click on next step.

Application for a RESIDENTIAL ADDITION Permit

Applicant Information

*Name	<input type="text" value="Your Name"/>	*Phone	(864) 555-1212
*Address	<input type="text" value="Your Address"/>	*Email Address	<input type="text" value="You@email.com"/>
*City	<input type="text" value="Greenville"/>	*Zip	<input type="text" value="296"/> - <input type="text"/>
*State	<input type="text" value="SC"/>		

Owner Information

*Name	<input type="text" value="COUNTY OF GREENVILLE"/>	Phone	() - -
*Address	<input type="text" value="301 UNIVERSITY RDG STE 200"/>	*Email Address	<input type="text"/>
*City	<input type="text" value="GREENVILLE"/>	*Zip	<input type="text" value="296"/> - <input type="text"/>
*State	<input type="text" value="SC"/>		

Contractor Information

Name	<input type="text"/>	Phone	() - -
Address	<input type="text"/>	*Email Address	<input type="text"/>
City	<input type="text"/>	License#	<input type="text"/>
State	<input type="text"/>	Zip	<input type="text"/> - <input type="text"/>

CLEAR

11. You will need to review all of the information in which you have submitted for accuracy. Failure to do so could result in your permit being disapproved and requiring a new submittal. Once you have reviewed the information click submit. Fees will not be generated at this time until the permit has been processed. Once the permit has been processed you will receive an email indicating that payment is required. Once payment has been made inspections can be scheduled.

Application for a RESIDENTIAL ADDITION Permit

Permit Information

[EDIT](#)

Type RESIDENTIAL ADDITION
Subtype
Description
Job Value \$0.00

Location

[EDIT](#)

301 UNIVERSITY RIDGE

Contacts

[EDIT](#)

Applicant Information

Your Name (864) 555-1212
Your Address youremail@email.com
Greenville, SC 29651

Owner Information

COUNTY OF GREENVILLE
301 UNIVERSITY RDG STE 200
GREENVILLE, SC 29601

Contractor Information

Electrical Contractor Information

Mechanical Contractor Information

Plumbing Contractor Information

Fee Information

Type	Amount
Total Fees	\$0.00

Attachments

Attachments:

[PlanReviewStaff.docx](#)

[DELETE](#)

To upload additional attachments click on Upload.

[Upload](#)

Review the information prior to submitting.

[CANCEL](#)[PREVIOUS STEP](#)[SUBMIT](#)