



# 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 submit for Home Occupation, Rezoning, Board of Zoning Appeals (BZA), Site Plan Review, Minor/Major Change to a Review District.

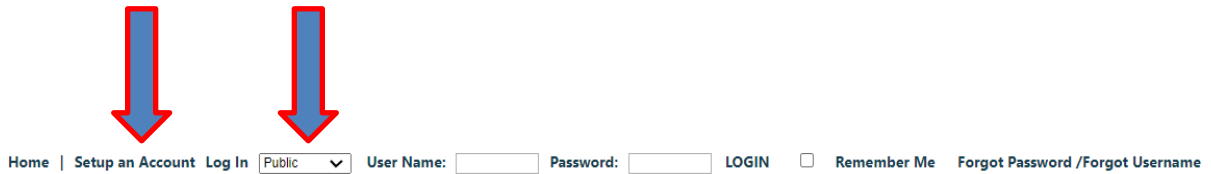
eTRAKiT website to create an account and submit online

<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 selecting setup account option, 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="v"/>
* Zip:	<input type="text" value="-"/>
* Email:	<input type="text"/>
* Phone:	<input type="text" value="( ) - -"/>
Ext	<input type="text"/>
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 submit your application

[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 Home Occupation select Apply/New permit under the Permits section.



**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\*\***

 <b>PERMITS</b> <ul style="list-style-type: none"><li>» Apply / New Permit</li><li>» Pay Fees</li><li>» Search Permit</li></ul>	 <b>PLANNING AND DEVELOPMENT</b> <ul style="list-style-type: none"><li>» Apply</li><li>» Pay Fees</li><li>» Search</li><li>» Fee Estimator</li></ul>	 <b>CONTRACTOR</b> <ul style="list-style-type: none"><li>» Search Contractors</li><li>» Additional Search</li></ul>
--	---	--

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 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**

5. 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 COMMERICAL PROJECT PLEASE REVIEW THE COMMERICAL PLAN REVIEW ELECTRONIC SUBMITTAL GUIDLINES LINK BELOW. FAILURE TO FOLLOW THESE PROCEDURES WILL RESULT IN DELAYED PERMIT PROCESSING.**

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

- I Agree  
 I Disagree

**CONTINUE**

6. Click on the permit type drop down arrow to select Home Occupation. When the permit type has been selected you must fill out the information requested.

## Permit Application

Step 1 Permit Information    Step 2    Step 3    Step 4

Permit Type Information

PERMIT Type

Project Name:

Notes:



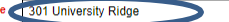

- Once you have completed the application information, you must enter an address or parcel number and click on search. Another drop box will appear, you will need to click on the arrow to select the address in which you are applying for.

### 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 required will need to be uploaded using the attachments section. Click on select by filename select the files 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 next to continue.

*Attachments*

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

Filename   ←

Description

←

↑

9. 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.

### *Applicant Information*

*Name	<input type="text" value="Your Name"/>	*Phone	<input type="text" value="(864) 555-5555"/>
*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="2960"/> - <input type="text"/>
*State	<input type="text" value="SC"/>		

### *Owner Information*

*Name	<input type="text" value="Owner's Name"/>	Phone	<input type="text" value="(864) 555-5555"/>
*Address	<input type="text" value="Owner's Address"/>	*Email Address	<input type="text" value="Owner's@email.com"/>
*City	<input type="text" value="Greenville"/>	*Zip	<input type="text" value="2960"/> - <input type="text"/>
*State	<input type="text" value="SC"/>		

### *Contractor Information*

Name	<input type="text"/>	Phone	<input type="text" value="( ) - -"/>
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**

10. Review all of the information in 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 until the permit has been processed. Once the permit has been processed you will receive an email indicating payment is required. Once payment has been made inspections can be scheduled.

*Permit Information*

**EDIT**

Type HOME OCCUPATION  
 Subtype  
 Description Test Purposes  
 Job Value \$0.00

*Location*

**EDIT**

451 301 University Ridge

*Contacts*

**EDIT**

**Applicant Information**

Your Name (864) 555-5555  
 Your Address You@email.com  
 Greenville, SC 29601

**Owner Information**

Owner's Name (864) 555-5555  
 Owner's Address Owner's@email.com  
 Greenville, SC 29652

**Contractor Information**

*Fee Information*

Type	Amount
HOME OCCUPATION	\$100.00
Total Fees	\$100.00

Cost will appear here

*Attachments*

To upload additional attachments click on Upload. **Upload**



When applying for Rezoning, Board of Zoning Appeals (BZA), Site Plan Review, Minor/Major Change to a Review District select Planning and Zoning Apply for New Project.

## *Project Application Confirmation*

Your application is being processed by Greenville County. The planner assigned to this project will be contacting you within 15 business days. Thank you for your submission.

  I Agree  
 I Disagree

**CONTINUE**



1. Once you have completed the application and required fields, you must enter an address or parcel number then click on search. Another drop box will appear, 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

*Attachments*

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



2. If you are not the property owner a letter from the legal owner authorizing the applicant to submit on their behalf must have the printed name and signature of the legal owner and added to the application as an attachment.
3. To attach required documents click the select button next to filename field. Choose the files you wish to upload then 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.**

The image shows a form for uploading attachments. It includes a 'Filename' field with a 'Select' button, a 'Description' field, and an 'UPLOAD' button. Below the form are 'CANCEL' and 'NEXT STEP' buttons. Red arrows point to the 'Select' button, the 'UPLOAD' button, and the 'NEXT STEP' button.

Filename

Description

4. As the applicant your name will automatically be inserted into the applicant contact. Complete the remaining fields required for the project. When you have completed the information click on next step.

## Project Application

STEP 1    **STEP 2 Contact Information**    STEP 3    STEP 4

Application for a CHANGE TO REVIEW DISTRICT Project

### Applicant Information

*Name	<input type="text" value="Your Name"/>	Phone	(864) 123-4567
*Address	<input type="text" value="Your Address"/>	*Email Address	<input type="text" value="Your@email.com"/>
*City	<input type="text" value="Greenville"/>	*Zip	<input type="text" value="2960"/> - <input type="text"/>
*State	<input type="text" value="SC"/>		

### Owner Information

*Name	<input type="text" value="Owner's Name"/>	Phone	(864) 123-4567
*Address	<input type="text" value="Owner's Address"/>	Email Address	<input type="text" value="Owner's@email.com"/>
*City	<input type="text" value="Greenville"/>	*Zip	<input type="text" value="2960"/> - <input type="text"/>
*State	<input type="text" value="SC"/>		

### Authorized Representative Information

Name	<input type="text" value="Authorized Rep Name"/>	Phone	(864) 123-4567
Address	<input type="text" value="Authorized Rep Business Address"/>	Email Address	<input type="text" value="Authrep@email.com"/>
City	<input type="text" value="Greenville"/>	Zip	<input type="text" value="2960"/> - <input type="text"/>
State	<input type="text" value="SC"/>		

**CLEAR**

### Company Information

Name	<input type="text" value="Authorized Rep Company Name"/>	Phone	( ) - -
Address	<input type="text" value="Authorized Rep Company Address"/>	Email Address	<input type="text" value="Authrep@email.com"/>
City	<input type="text" value="Greenville"/>	Zip	<input type="text" value="2960"/> - <input type="text"/>
State	<input type="text" value="SC"/>		

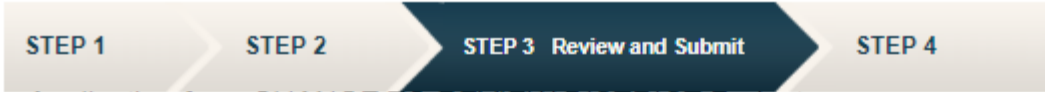
**CLEAR**

**CANCEL**    **PREVIOUS STEP**    **NEXT STEP**



- Review all of the information in you have submitted for accuracy. Failure to do so could result in your project being disapproved or cause a delay. Once you have reviewed the information click submit. Fees will not be generated until the project has been processed. Once the project has been processed you will receive an email indicating payment is required.

## Project Application



### Application for a CHANGE TO REVIEW DISTRICT Project

Review the information below prior to submitting the application

#### Project Information

EDIT

Type CHANGE TO REVIEW DISTRICT  
Subtype  
Description

#### Location

EDIT

#### Fee Information

##### Fees Details

Type	Amount
CHANGE TO REVIEW DISTRICT	\$50.00
<b>Total Fees</b>	<b>\$50.00</b>

#### Contacts

EDIT

##### Applicant Information

Your Name (864) 123-4567  
Your Address Your@email.com  
Greenville, SC 29601

##### Owner Information

Owner's Name (864) 123-4567  
Owner's Address Owner's@email.com  
Greenville, SC 29601

##### Authorized Representative Information

Authorized Rep Name (864) 123-4567  
Authorized Rep Business Address Authrep@email.com  
Greenville, SC 29601

##### Company Information

Authorized Rep Company Name  
Authorized Rep Company Address Authrep@email.com  
Greenville, SC 29601

#### Attachments

To upload additional attachments click on Upload. [Upload](#)

CANCEL

PREVIOUS STEP

SUBMIT

