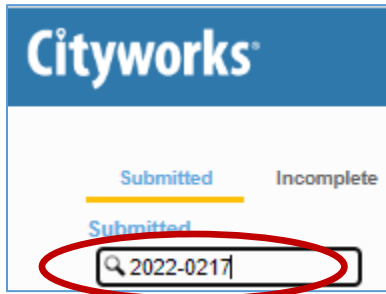
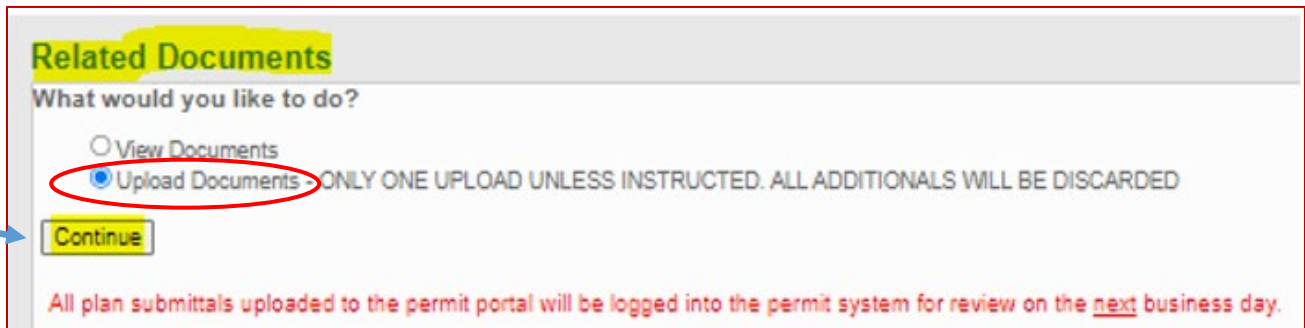


## LID INITIAL PERMIT UPLOAD INSTRUCTIONS

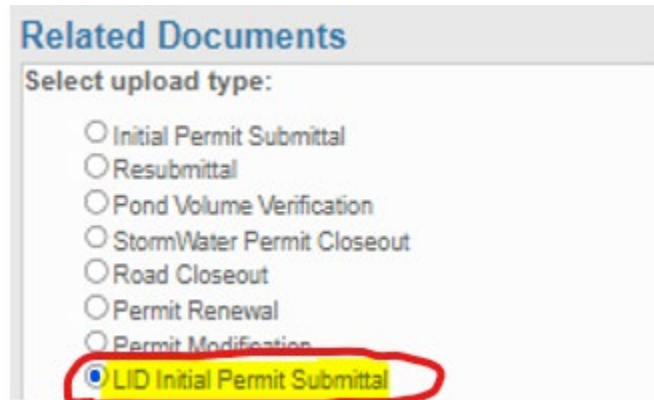
1. Go to <https://www.greenvillecounty.org/Permitting/>
2. Click on Account Log-in.
3. Input your account credentials and click on “Log In”.
4. Input your Permit Case Number in the search bar and then it should populate so that you then can click on the permit case number to open the case. *See example below.*



5. Scroll down to “**Related Documents**” – see below.
6. Click on “**Upload Documents**” and then “**Continue**”. See below screenshot.



7. Click on the dot next to **LID Initial Permit Submittal** Folder – See screenshot below.



8. Place the LID Permit Application into file # 1 – it must be a PDF document.
9. Place the Remediation Certification Form into file # 2 - it must be a PDF document.
10. Place the complete LID Construction Plan into file # 3. Be sure to refer to the “**Submittal Requirements**” outlined on page 3, item # 3, to ensure that you have included all of the necessary documents that are required to be included within your complete LID Construction Plan set.
11. If applicable, place the Wetland Delineation Document into the Wetland Delineation File (the last file). If this document is **not** required, be sure to **check** the **box** so that you will be able to proceed with the upload.

**Related Documents**

Upload type: LID Initial Permit Submittal

Last upload date: None

Document Name	Required	N/A	File Upload
LID Permit Application (Must be a PDF file)	Yes		<input type="button" value="Choose File"/> No file chosen
Remediation Certification Form (must be a PDF file)	Yes		<input type="button" value="Choose File"/> No file chosen
LID Construction Plan with Calculations (must be a PDF file)	Yes		<input type="button" value="Choose File"/> No file chosen
Wetland Delineation	No	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen

12. Once the documents have been attached into the appropriate files, click on “**Upload Files**”.

**ADDITIONAL INFORMATION:**

- Once the submittal has been uploaded to the permit portal and the payment has been made, the Permit Coordinator will review the upload on the **next** business day. If the submittal is accepted, it will be forwarded to the plan review team for review. If it is not accepted, an email will be sent to the applicant stating the reason.
- The Plan Review Team has 20 business days to review each time the plan is submitted. Once the review is complete, you will receive the review comments from the Service Coordinator.
- Once the LID Plan is approved, the Permit Coordinator will proceed with final processing within 2 business days.
- The project is then forwarded to the Inspection Team. They will contact the applicant within 2 business days to schedule the on-site Preconstruction Meeting. The Primary Permittee and Grading Contractor is required to attend the on-site Preconstruction Meeting.