

How to Apply for an Online Permit

1. Visit <https://greeretrakit.cityofgreer.org/etrakit/>
2. Click, 'Apply/New Permit'
3. Log in to the system.
If you are a homeowner, create an account to log in with the Public Login.
If you are a contractor, please contact the office at (864) 848-2175. We will check your business license and provide you with a log in username.
4. Read and agree to the disclaimer statement.
5. Select which permit you are applying for from the drop down list.
6. Select the relevant permit subtype from the drop down list.
7. Fill out all other fields. Required fields differ depending on the permit type.

By selecting 'Yes' for uploaded plans, you are acknowledging that you are uploading the plans at the bottom of the screen.

8. Search for your property address and select the correct address from the list.

Enter the address in the following order:

Street number, Suite/lot number/letter (1, 2, 3, A, B, C), Direction (N, S, E, W), Street name

All street suffixes must be abbreviated: Ave, Blvd, Cir, Ct, Dr, Ext, Ln, Pkwy, Pl, Rd, St, Trl, Way

Highway is **not** abbreviated.

Ex. 1000 S Main St, 800 A W Wade Hampton Blvd, 2100 S Highway 14

If your address does not show up using the above format, try only entering the street name

If you have followed the above search suggestions and still cannot find your address, please call our GIS department at (864) 879-4307 for assistance.

9. Select if you are the property owner or a contractor.
10. Upload all of your plans. For a full list of required documents for each project, please [click here](#).
11. Hit Next Step to move to the next page.

12. Fill out the contact information and click Next Step.

Permit Application

Step 1 **Step 2 Contact Information** Step 3 Step 4

Application for a BUILDING RESIDENTIAL Permit

Applicant Information

*Name	Bob	*Phone	(864) 123-4567
*Address	301 E. Pointsett St.	*Email Address	bob@gmail.com
*City	Greer		
*State	SC	*Zip	2965 - <input type="text"/>

Owner Information

*Name	Bob	*Phone	(864) 123-4567
*Address	301 E. Pointsett St.	*Email Address	bob@gmail.com
*City	Greer		
*State	SC	*Zip	2965 - <input type="text"/>

Contractor Information

*Name	Molly	*Phone	(864) 987-6543
*Address	3605 Brushy Creek Rd	*Email Address	molly@gmail.com
*City	Greer	*License or ID	1256564
*State	SC	*Zip	2965 - <input type="text"/>

CANCEL PREVIOUS STEP NEXT STEP

If you do not have contractor information, leave the contractor section blank.

14. Review your permit information summary to ensure everything is correct and click **Submit**.

Permit Application

Step 1

Step 2

Step 3 Review and Submit

Step 4

Application for a BUILDING RESIDENTIAL Permit

Permit Information

EDIT

Type	BUILDING RESIDENTIAL
Subtype	ADDITION
Description	Adding 500 sq feet ...
Job Value	\$20,000.00

Location

EDIT

100 TRADE ST
GREER, SC 29650

Contacts

EDIT

Applicant Information

Bob (864) 123-4567
301 E. Pointsett St. bob@gmail.com
Greer, SC 29651

Owner Information

Bob (864) 123-4567
301 E. Pointsett St. bob@gmail.com
Greer, SC 29651

Contractor Information

Molly (864) 987-6543
3605 Brushy Creek Rd molly@gmail.com
Greer, SC 29650

Fee Information

Type	Amount
ZONING COMPLIANCE - RESIDENTIAL	\$20.00
RESIDENTIAL BUILDING PERMIT	\$152.00
TECHNOLOGY FEE	\$5.00
Total Fees	\$177.00

Attachments

Filename Select

1212.pdf x Remove

1212.pdf

Description:

UPLOAD

Review the information prior to submitting.

CANCEL

PREVIOUS STEP

SUBMIT

15. You will see the confirmation screen that your application has been submitted.

Confirmation



Thank you for submitting your application. You will be contacted once your application has been approved to submit your payment.

This is an estimated fee summary. Additional business license charges may be applied. After approval you will be notified of your final balance.

[VIEW PERMIT](#)

16. Click on view permit to track the activity on your permit. You will find information about the permit, site, the inspections, and reviews required.

Permit #BR20-0303

 Permit
  Inspections

[Permit Info](#)
[Site Info](#)
[Contacts \(2\)](#)
[Inspections](#)
[Chronology \(0\)](#)
[Conditions \(0\)](#)
[Reviews \(4\)](#)

Type	Reviewer	Status	Submitted	Completed	Due Date	
1ST BUILDING REVIEW 3D	BUILDING REVIE...		3/5/2020		3/10/2020	More Info
1ST ZONING REVIEW	ZONING BUCKET		3/5/2020		3/10/2020	More Info
BUSINESS LICENSE REVIEW	BUSINESS LICE...		3/5/2020		3/10/2020	More Info
LLR LICENSE CHECK	PERMIT LICENS...		3/5/2020		3/10/2020	More Info

17. You will receive an email when the permit has been approved. Please allow 5 business days for your permit to be approved.