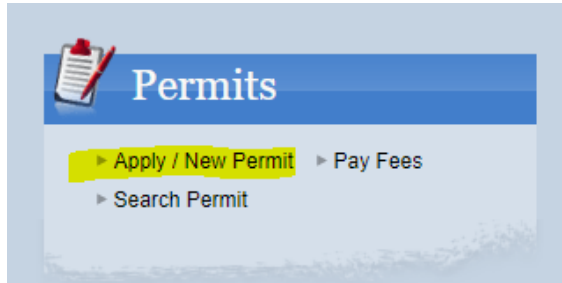


## How to Apply for an Online Permit

1. Visit <https://greeretrakit.cityofgreer.org/etrakit/>
2. Click, 'Apply/New Permit'



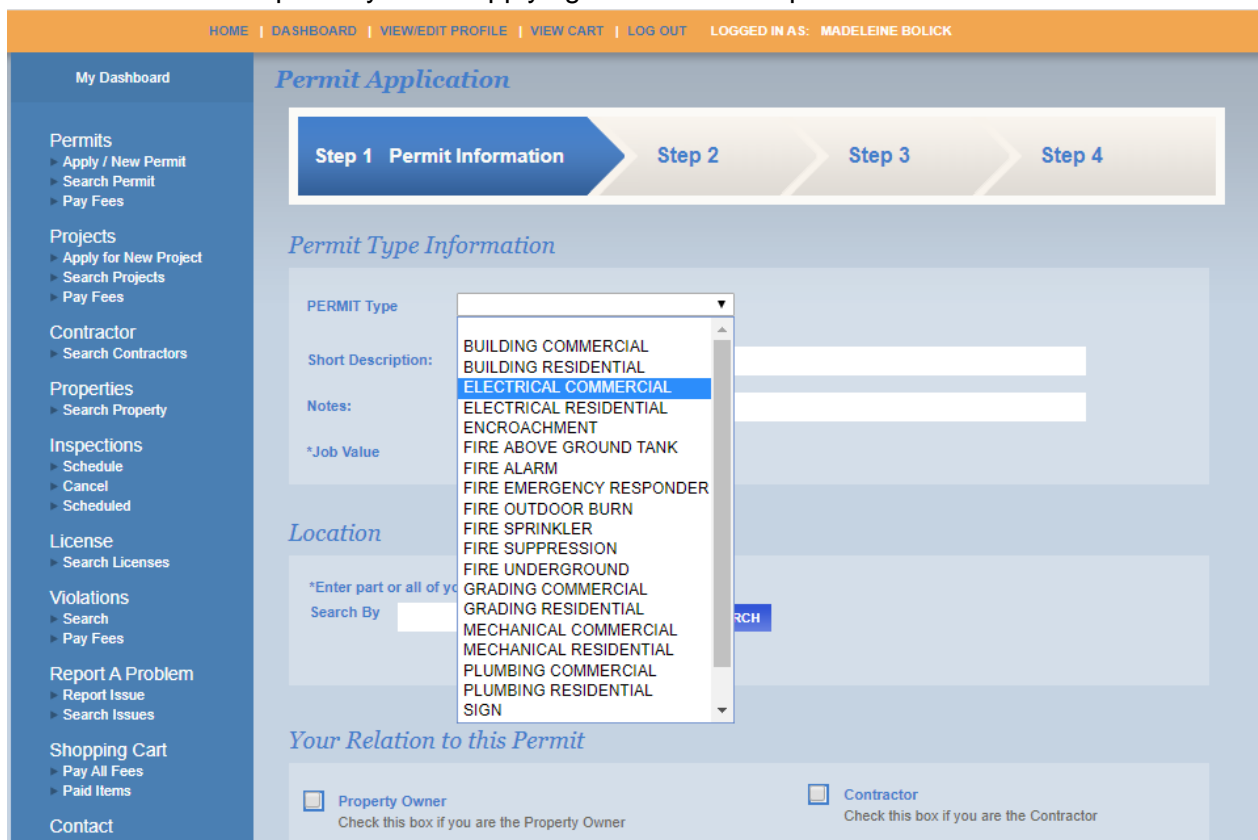
3. Log in to the system.

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.



HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: MADELEINE BOLICK

My Dashboard

**Permits**

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

**Projects**

- ▶ Apply for New Project
- ▶ Search Projects
- ▶ Pay Fees

**Contractor**

- ▶ Search Contractors

**Properties**

- ▶ Search Property

**Inspections**

- ▶ Schedule
- ▶ Cancel
- ▶ Scheduled

**License**

- ▶ Search Licenses

**Violations**

- ▶ Search
- ▶ Pay Fees

**Report A Problem**

- ▶ Report Issue
- ▶ Search Issues

**Shopping Cart**

- ▶ Pay All Fees
- ▶ Paid Items

**Contact**

- ▶ Contact us

**Permit Application**

Step 1 Permit Information | Step 2 | Step 3 | Step 4

**Permit Type Information**

PERMIT Type: **ELECTRICAL COMMERCIAL**

Short Description: \_\_\_\_\_

Notes: \_\_\_\_\_

\*Job Value: \_\_\_\_\_

**Location**

\*Enter part or all of your location  
Search By: \_\_\_\_\_ SEARCH

**Your Relation to this Permit**

Property Owner  
Check this box if you are the Property Owner

Contractor  
Check this box if you are the Contractor

6. Select the relevant permit subtype from the drop down list.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: MADELEINE BOLICK

My Dashboard

**Permit Application**

Step 1 Permit Information | Step 2 | Step 3 | Step 4

**Permit Type Information**

PERMIT Type: BUILDING RESIDENTIAL

PERMIT Subtype: ADDITION

Short Description:

Notes:

\*Job Value:

Please Check all

PERMIT INFO

\*Foundation T

\*Number of S

\*Total Square

\*Total Square Feet Unheated:

\*Basement Square Feet:

\*Is the basement finished or unfinished?:

ing to next step

7. Fill out all other fields. Required fields differ depending on the permit type.

*Permit Type Information*

PERMIT Type: BUILDING RESIDENTIAL ▼

PERMIT Subtype: ADDITION ▼

Short Description: Adding 500 sq feet to the bottom level

Notes: Creating an additional bedroom

\*Job Value: \$20,000.00

*Please Check all your entries before proceeding to next step*

PERMIT INFO

\*Foundation Type: Slab ▼

\*Number of Stories: 2 ▼

\*Total Square Feet Heated: 2,000

\*Total Square Feet Unheated: 0

\*Basement Square Feet: 0

\*Is the basement finished or unfinished?: NA ▼

\*Uploaded Plans: Yes ▼

\*Pursuant to Section 6-29-1145 of the South Carolina Code of Laws, is this tract or parcel restricted by any recorded covenant that is contrary to , conflicts with , or prohibits the activity described: No ▼

\*\* 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  
Highway is **not** abbreviated.

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

\*If your address does not show up using the above format, try only entering the first three letters of 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.

*Location*

\*Enter part or all of your address and press search

Search By

Select address below

100 TRADE ST

9. Select if you are the property owner or a contractor.

*Your Relation to this Permit*

**Property Owner**  
Check this box if you are the Property Owner

**Contractor**  
Check this box if you are the Contractor

10. Upload all of your plans. For a full list of required documents for each project, please click here.

*Attachments*

**If you're having trouble uploading the required documents please call 864-848-2175**

Filename

Description

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 -

*Owner Information*

*Name	Bob	*Phone	(864) 123-4567
*Address	301 E. Pointsett St.	*Email Address	bob@gmail.com
*City	Greer		
*State	SC	*Zip	2965 -

*Contractor Information*

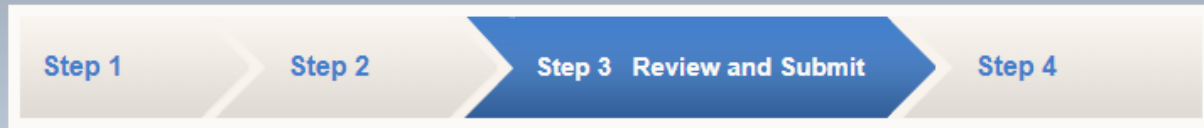
*Name	Molly	*Phone	(864) 987-6543
*Address	3605 Brushy Creek Rd	*Email Address	molly@gmail.com
*City	Greer	*License or ID	1256564
*State	SC	*Zip	2965 -

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



### 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	\$5.16
<b>Total Fees</b>	<b>\$177.16</b>

#### 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	<a href="#">More Info</a>
1ST ZONING REVIEW	ZONING BUCKET		3/5/2020		3/10/2020	<a href="#">More Info</a>
BUSINESS LICENSE REVIEW	BUSINESS LICE...		3/5/2020		3/10/2020	<a href="#">More Info</a>
LLR LICENSE CHECK	PERMIT LICENS...		3/5/2020		3/10/2020	<a href="#">More Info</a>

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