



Land Development Division  
Greenville County Square  
301 University Ridge  
Suite 3900  
Greenville, SC 29601  
(864) 467-4610

Date: September 13, 2017

To: Engineering Community

From: Land Development Division

Re: Electronic Submittal Policy

Attached you will find our official procedures and policy for electronic submittal and plan approval. This policy came about due to concerns raised from engineers in our community. Much research was done on states that currently have more detailed policies in place than South Carolina. The attached policy and procedure has been approved by the County Attorney, based on the recent legislative changes to the Freedom of Information Act.

Please note that beginning **October 1, 2017** engineers will be required to bring the county approved, set of plans signed and sealed by the engineer of record for the on-site SWPPP, to the pre-construction meeting. No construction can commence prior to this meeting and the meeting will not be held without a signed, sealed set of plans.

Attachment

CC: Announcement on Website  
Policies

vgw/mlu



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## **Security of Electronic Construction Document Policy & Procedures**

Effective 10/1/17

Greenville County's Construction permitting process ensures that electronic construction plans and data submitted as part of the construction review process meet the minimum standards for our review and builds an official public record of construction activity.

### **Procedures**

Construction documents required for permitting are assembled into an application package by the design professional. The required documents are outlined in our submittal requirements procedures. Drawings, calculations, and specification documents, in electronic format, are required to be signed and sealed with an encrypted electronic signature. The electronic construction documents can be created by any software as long as the documents produced can be saved in a file format that can be opened by the Greenville County's permitting divisions. Electronic construction documents will be uploaded through the County's internet permit development public portal. When the submittal is accepted as a signed and sealed multiple page PDF set, all future submittals will require the resubmittal of the entire updated set.

Electronic data files are also requested by the Land Development Division to meet the expectations of the development community for speedy reviews. Electronic data files are not able to be secured with an electronic seal; therefore, when submitting these data files the engineer can include the following statement: "This medium shall not be considered a certified document". Once the Land Development Division has completed its review of the project and has provided preliminary approval for that project, the plan reviewer will delete the data files. The Plan Reviewers will mark the drawings as the official documents by providing electronic signature to the construction plans in the approval box provided by the engineer. Using the Bluebeam software the plan reviewer or permit coordinator will "flatten" the plans into a PDF and return the County approved Construction Plans to the Engineer of Record. Flattening the files means that final markup and changes along with our signature makes them a part of the content layer and they will not be able to be changed or modified.

Electronic documents bearing an electronic signature may be printed for use in the field only after the County has electronically stamped and secured the document. Printed copies of an electronic document are suitable for archival purposes but it is not considered to be an original signed, dated and sealed document. In order for the printed copy of an electronically signed, dated and sealed document to be considered legitimately signed and dated and sealed it must be physically signed, dated and sealed. It will be the Engineer of Record's responsibility to present, at the Pre-Construction meeting, this signed set of plans for use as a part of the On-site SWPPP as required by SCDHEC.

### **Policy**

Greenville County utilizes professional file management software for the review and storage of plans and other required documentation. During the plan review process, electronic data files such as design calculations submitted by the design professional will generally be considered confidential proprietary information until the project has been approved by the governmental agencies and the Pre-Construction meeting has been held. After project approval, secure PDF formatted files will be stored for permanent archiving for records retention. Only signed and sealed PDF's are considered certifiable over any electronic data files or documents in the County's possession.

In response to a subpoena requesting electronic data in the possession of Greenville County that, in the opinion of Greenville County may contain privileged information, the County will provide the party who submitted the data with an opportunity to object to the subpoena and, if objection is made, the County will comply with the subpoena as ordered by the Court.