

Commercial Plan Review - Electronic Submittals

(Electronic Document Submittal Standards for Commercial Projects)

Greenville County

Greenville County Square

301 University Ridge, Suite 4100

Greenville, SC 29601 - 3686

864 - 467 - 7060

Electronic Review Questions: PlanReview@greenvillecounty.org
(Do not email Plans to this address)

Electronic Documents that do not meet the following requirements will fail our Application Sufficiency Review and will result in delays for the project.

ACCOUNT:

Go to eTRAKit and Create an Account.

<https://grvlc-trk.aspgov.com/eTRAKiT/login.aspx?lt=either&rd=~/PermitApplication/step1.aspx&activityNo=>

FILE NAMING:

Files shall be uploaded as a singular PDF and named in the following manner:

1. Plans.pdf – A singular file with all Construction Documents (Drawings / Plans).
Example: Plans 1-2-23.pdf
Revised Plans shall be named Plans Rev (Date).pdf
Example: Plans Rev 1-2-23.pdf
2. Docs.pdf – Any supporting documents such as Special Inspections, Energy Compliance, etc.

Examples: Special Inspections 1-2-23.pdf
Energy 1-2-23.pdf
Specification 1-2-23.pdf

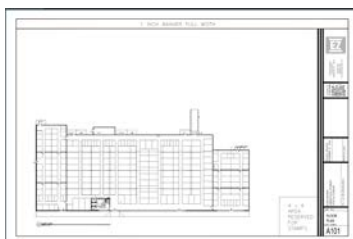
PLAN FILE:

Required Sheets:

1. Cover Sheet: A cover sheet is required and must include the official Project Name, Parcel ID/Tax Map # and property address.
2. Master Index Sheet: The Master Index shall be located on the coversheet or as a stand-alone “Index Sheet” to be located just after the Cover Sheet and shall include all plan sheet names and numbers. Sub Index Sheets on individual disciplines are permitted, in addition to the Master.

Plan Sheet Standards:

1. All plans / details shall be drawn to scale and each sheet / details should state the appropriate scale.
2. Plans containing digital security or layers will need to be flattened prior to uploading and there shall be no Untitled Viewports in the file.
3. All plans shall be uploaded in a horizontal (“Landscape”) orientation.
4. The preferred drawing minimum size is 24” x 36”. ALL sheets in the set shall be the same size.
5. Plans shall be submitted in a searchable format (non-scanned).
6. Files shall be print ready, i.e. setup properly for printing with title block, no data outside the print area, etc.
7. Pages shall be bookmarked for quicker navigation for reviewers. The bookmark index should match the Index sheet.
8. Each plan sheet must have a space reserved for County approval stamps as specified below.



All Plan Sheets require a one inch blank space (with a border) at the top of each sheet and a dedicated 4” x 4” (with a border) area the bottom right corner for County electronic approval stamps. These areas shall be completely blank with exception of the borderline and shall be in the same location on all sheets.

DOCUMENT FILES:

1. All general support documents such as Geotechnical Reports, Calculations, etc. shall be provided and bookmarked by section in a singular consolidated PDF file under the Docs designation. Individual pages do not need to be bookmarked in the Docs files, only the sections need to be bookmarked.

REVISIONS:

1. When submitting revisions for Unpermitted Projects, the applicant must resubmit a complete set of plans and updated supplementary documents. All revisions shall be clouded and in the same format / scale as original submission. A partial submittal of individual sheets is not permitted and will delay the review process.
2. When submitting revisions for Permitted Projects, A partial submittal of individual sheets is permitted as long as all affected plans have been included.
3. Revisions shall include a response narrative that addresses all review comments or changes.

PRINT APPROVED PLANS:

1. After the review has been completed and all disciplines accepted, an email will be sent to the listed contact with instructions for payment. Once payment has been received an email will be sent to the contact providing access to the approved Plans / Documents.
2. A printed set of all approved plans shall be on-site at all times. Inspections will not be performed without plans.