

Greenville County

Greenville County Square
301 University Ridge, Suite 4100, Greenville SC 29601-3686
Phone (864) 467-7060 Fax (864) 467-7407
permits@greenvillecounty.org

To all South Carolina Licensed Contactors-

In continuing effort to provide the best customer service in the county, the Building Safety Division offers the convenience of on-line credit card payments for permits.

Greenville County has chosen to use SC.GOV to provide this credit card payment service to the County. In order to use this system, you will be required to complete an application, and upon review, the Building Safety Section will issue you a Personal Identification Number (PIN). This PIN is required to access the system.

Payments Processed by SC.GOV: Upon electing to make an online payment, you will be taken to the Enterprise Payment System Checkout page which is an online service provided by SC.GOV, a third-party working under a contract administered by the South Carolina Budget and Control Board, Division of State Information Technology (DSIT). The total amount of your payment will be reflected in the SC.GOV Total shown on the payment confirmation page prior to completing your transaction. The online price of items or services purchased through SC.GOV, the state's official Web portal, includes funds used to develop, maintain, enhance and expand the service offerings of the state's portal.

The digital receipt that you print after making your payment is a confirmation of your online payment. Please immediately print your digital receipt. **Do not pay for the same permit a second time.**

The Permitting staff will complete the processing of your permit and forward the electronic permit/receipt via fax or email the following work day. Upon receiving that paperwork from the permit center, you will then be able to schedule the inspections.

It is imperative that all contractors understand that work can not be started on the project site until you have been provided the electronic copy of the permit/receipt the following business day of your payment.

The applications may be obtained online. The completed application can be mailed, emailed, permits@greenvillecounty.org or faxed 864 467-7407 for processing. When completing the signed application please indicate your preferred method to return the permit back to you, Fax or E-mail.

Due to the large volume of applications received by Fax and Email, the processing is completed as quickly as possible. Every attempt is made within two days. If you need a permit quickly, we encourage you to come into the office.

We thank you for your cooperation, as we have found the online payment system to be a success and hope this will make doing business with the Greenville County Building Safety much easier in the future.

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CONTRACTOR REGISTRATION AGREEMENT FOR ONLINE PAYMENT OPTION

I, _____,
(print name)

representing the company of, _____,
(print business name)

desire to have available to me the right to utilize the On- line payment system for the purpose of paying for permits and associated fees to the County of Greenville Building Safety Section.

I understand that I will be issued a Personal Identification Number (PIN) in order to access the online payment system. Permits and associated fees will be listed and accessible by your PIN.

The online payment system is made available through a third party payer system and a transaction fee will be assessed by the third party payer system provider.

Once the payment transaction is completed, the printed permit will be faxed, emailed or available for pick up in our office. Inspections will be available to be scheduled after receipt of the printed permit.

As a participant of this program, I am responsible for obtaining the blue inspection card(s) and will be responsible for ensuring that the correct permit number, address and any other required information are entered on this card(s). I understand that this completed card(s) must be posted at all times at the jobsite and visible from the road. I understand failure to post the blue card(s) and printed permit could result in additional fees and delayed inspections.

I understand that the blue card is not to be posted until I have been provided the electronic copy of both the printed permit and permit receipt.

The third party payer system accepts DISCOVER, MASTERCARD and VISA cards only

Please indicate preferred method of returning issued permit to you Fax E-mail

Company Name _____

Telephone Number (____)____ - _____ Fax Number (____)____ - _____

Additional Numbers: Mobile (____)____ - _____ Email _____

Address _____ City _____ State _____ Zip _____

South Carolina State Contractor's License Number _____

State License Issued To _____ (please print as it appears on your pocket card)

License Type _____ ex. (Homebuilder, General, Mechanical)

Authorized Signature _____

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