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.

14. Review your permit information summary to ensure everything is correct and click Submit.
Application for a BUILDING RESIDENTIAL Permit

Permit Information

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

Location

100 TRADE ST
GREER, SC 29650

Contacts

Applicant Information
Bob
301 E. Pointsett St.
Greer, SC 29651
(854) 123-4567
bob@gmail.com

Owner Information
Bob
301 E. Pointsett St.
Greer, SC 29651
(854) 123-4567
bob@gmail.com

Contractor Information
Molly
3605 Brushy Creek Rd
Greer, SC 29650
(854) 987-5543
molly@gmail.com

Fee Information

Type: ZONING COMPLIANCE - RESIDENTIAL
Amount: $20.00
RESIDENTIAL BUILDING PERMIT
Amount: $152.00
TECHNOLOGY FEE
Amount: $5.78
Total Fees: $177.78

Attachments

Filename

1212.pdf
Description: Addition plans

Review the information prior to submitting.
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.

![Confirmation Screen](image)

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 Details](image)

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