



# County of Greenville

"... At Your Service"

301 University Ridge,  
Suite 4100  
Greenville SC 29601-3660  
Phone (864) 467-7060 Fax (864) 467-7407

## Greenville County Building Permit Online Payment

### HOW TO PAY BUILDING PERMITS ONLINE

1. Open an internet browser window and type the following URL into the Address box:  
[www.greenvillecounty.org/apps/permitpay/](http://www.greenvillecounty.org/apps/permitpay/) .
2. Please enter in your contractor number that was provided to you by Greenville County Codes Enforcement and click on the login button. (Figure 1)

Figure 1

Permit Payment System Login

Enter your contractor number below.

Contractor #:

Login

3. After you have logged into the system you should see a list of unpaid permits for your contractor number similar to Figure 2. At this point please select a permit that you wish to pay.

Figure 2

Unpaid Permit(s)

Permit #	Tenant Name	Application Type	Issued Date
<a href="#">10.00000084</a>		MOBILE HOME	1/7/2010
<a href="#">10.00008381</a>	TEST SUBD LOT 321	RESIDENTIAL - NEW CONSTRUCTION	11/2/2010
<a href="#">10.00008676</a>		RESIDENTIAL - ADD/ALT	11/11/2010
<a href="#">10.00008681</a>		RESIDENTIAL - NEW CONSTRUCTION	11/11/2010

4. After you've selected your permit you should now be taken to the permit page which displays the information for the permit along with the fees that are due. (Figure 3)



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Figure 3

<b>Contractor</b>				
TEST CONTRACTOR 123 MAIN ST GREENVILLE, SC 29601 (864) 987-6543				
<b>Permit</b>				
<b>Permit #:</b>	10 00008381			
<b>Issued:</b>	11/2/2010			
<b>Application Type:</b>	RESIDENTIAL - NEW CONSTRUCTION			
<b>Permit Address:</b>	1 LEN RIDGE LN GREEN 29601			
<b>Map#:</b>	0000000000003			
<b>Fees</b>				
Fee Code	Amount	Str/Seq	Permit	Inspection
EN	10.00			
PF	440.00	001 (001)	BLDR (00)	
PF	54.00	001 (001)	EL (00)	
PF	57.00	001 (001)	MECH (00)	
PF	50.00	001 (001)	PLMB (00)	
SM	50.00			
<b>Total</b>	<b>661.00</b>			
<input type="button" value="Pay Now"/>				

5. If the fees are correct and you wish to pay the permit then click on the Pay Now button. This should take you to the first payment information screen (Figure 4). This page is where you enter in the contact information for the credit card that will be used to pay the permit. Please make sure that you enter in the information for all required fields and click the Continue button to go on to the next step.



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Figure 4

Home > Customer Profile

Note: All fields suffixed by red asterisk are required.

**Order Summary**

Qty	SKU	Product	Price	Total
1	10 00008381	RESIDENTIAL - NEW CONSTRUCTION	\$661.00	\$661.00
1		Portal Administration Fee	\$12.24	\$12.24
			Total	\$673.24

Customer Info

Reference Number: 10 00008381

Cardholder Information

Title:

Customer Name:  \*

Company Name:

Phone:

Fax:

Address Line 1:  \*

Address Line 2:

City:  \*

State/Province:  \*

Country:  \*

Zip Code:  \*

Email:

CANCEL | CONTINUE

6. On the next screen (Figure 5), you will be asked to enter in the information for the credit card that you will be using to make the payment. Please enter in the correct information and click the Continue button to go on to the next step. Note: You can go back and change your contact information by clicking on either the Back button or Modify Address Information button.



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Figure 5

[MODIFY ADDRESS INFORMATION](#)

Credit Card Information

Credit Card Type:  \*

Card Number:  \*

Expiration Date:   \*

Name On Card:  \*

Card Verification Number:  \* Please enter your name as it appears on the card.

**Order Summary**

Qty	SKU	Product	Price	Total
1	10 00008381	RESIDENTIAL - NEW CONSTRUCTION	\$661.00	\$661.00
1		Portal Administration Fee	\$12.24	\$12.24
			Total	\$673.24

Customer Info

Reference Number

Credit Card

**Cardholder Information**

Customer Name: TEST CONTRACTOR  
Phone: (864) 987 - 6543  
Fax:  
Address Line 1: 123 MAIN ST  
Address Line 2:  
City: GREENVILLE  
State: SC  
Country: US  
Zip Code: 29601  
Email:

[CANCEL](#) [BACK](#) [CONTINUE](#)

7. At this page, (Figure 6), you will be asked to review your information to make sure that it is correct. If the information is correct and you wish to make the payment then click on the Make Payment button down at the bottom. If the information is not correct you can



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click the Back button to go back and change the credit card information or click on the Modify Address Information to correct the contact information.

Figure 6

[Customer Profile](#) > [Credit Card Information](#) > Confirm Purchase Information

Your payment has not been processed. Please verify your payment information. If it is correct, click the Make Payment button

**Order Summary**

Qty	SKU	Product	Price	Total
1	10 00008381	RESIDENTIAL - NEW CONSTRUCTION	\$661.00	\$661.00
1		Portal Administration Fee	\$12.24	\$12.24
			Total	\$673.24

Customer Info

Reference Number 10 00008381

Credit Card

**Cardholder Information**

Customer Name: TEST CONTRACTOR  
Phone: (864) 987 - 6543  
Fax:  
Address Line 1: 123 MAIN ST  
Address Line 2:  
City: GREENVILLE  
State: SC  
Country: US  
Zip Code: 29601  
Email:

[MODIFY ADDRESS INFORMATION](#)

Credit Card Information

**Credit Card Type: Visa**  
**Credit Card Number: \*\*\*\*\*1111**  
**Name on Card: TEST CONTRACTOR**  
**CVV Number: \*\*\***  
**Expiration Date: 11/2014**

[CANCEL](#) [BACK](#) [MAKE PAYMENT](#)



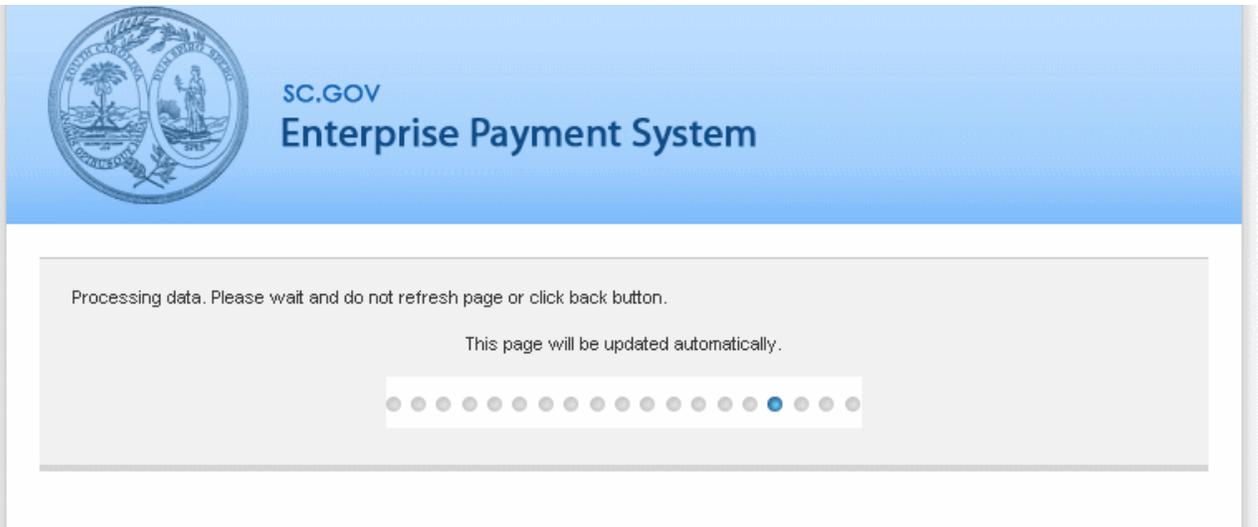
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8. After you have clicked on the Make Payment button from Figure 6, you will briefly see Figure 7. Please wait while this page is being displayed and do not refresh or click the back button.

**Figure 7**



9. After the credit card payment has been processed you will then be taken to your receipt page, which will be similar to Figure 8. Please make sure you print a copy of this receipt for your records by clicking on the Please Print this Page button. Congratulations, you have paid your first permit through Greenville County's Online Building Permit Payment system.



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Figure 8

## RECEIPT

PLEASE PRINT THIS PAGE

### Greenville County Codes Enforcement

**Address:**

Suite 4100  
301 University Ridge  
Greenville, SC 29601

**Contact Details:**

**Name:** Greenville County Building Safety Permit Center  
**Email:** permits@greenvillecounty.org  
**Phone:** (864) 467-7060

**Reference Number:** 10 00008381  
**Order ID:** 7703  
**TPE Order ID:** 101465  
**Order Date:** 11/16/2010 9:32:00 AM

### Cardholder Information

**Name:** TEST CONTRACTOR  
123 MAIN ST  
GREENVILLE, SC 29601 US  
**Phone:** (864) 987 - 6543

### Payment for Products or Services

**Item 1**

**SKU / Product:** 10 00008381 / RESIDENTIAL - NEW CONSTRUCTION  
**Quantity:** 1  
**Item Price:** \$661.00

**Item 2**

**Product:** Portal Administration Fee  
**Quantity:** 1  
**Item Price:** \$12.24

Greenville County Codes Permit

**Total \$673.24**

### Payment Method (Credit Card)

**Credit Card Type:** Visa  
**Card Number:** \*\*\*\*\*1111