



How to Upload Files with Building E-Form Application for the City Of Greenville

After you have finished filling out the application part of our e-form you will get to the **Attachments** section.

The first question will be “How are you submitting plans?”

Submitting electronic documents at a later time.

A. If you select “I would like to submit plans at a later time”.

1. **Select** an *estimated day* your plans should be received by the Building Permits department.

Note: Your application will not be processed until the Building Permits Department has received plan sets for your application. Your plans must also adhere to our Electronic Submittal Guidelines.

2. **Click** *Continue*.

Attachments

How are you submitting plans?*

I would like to submit plans at a later time.

I would like to submit with this application.

Project minor in nature, no plans provided.

Electronic Submittal Guidelines

[Electronic Submittal Guidelines](#)

Download our guidelines for electronic plan submittals. If the guidelines are not met, your application will not pass our sufficiency test.

Note: Your application will not be processed until the Building Permits Department has received plans sets for your application.*

Please enter the estimated day your plans should be received by the Building Permits department.

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3. Once you have **reviewed** our Disclaimer, click **Submit**.

Continued Below...

Submitting electronic documents with the e-form application.

- A. If you select “I would like to submit with this application”.
 1. **Click** on “I would like to submit with this application.”
 2. A new form will show on your screen:
 - a. Fill in the **required** fields.
 - b. **Click** on *Choose Files*.
 - c. **Select** *all* of your files you wish to upload with the application.
 - d. This should be no more than **two (2)** files, the *Docs.PDF* and the *Plans.PDF* per our Electronic Submittal Guidelines.

File Uploads

Use the form below to upload documents, then press Continue to go to our Disclaimer page and Submit.

Applicant Name: *

Applicant Company (put NA if Homeowner): *

Applicant Phone: *

Applicant Email: *

Project Address: *

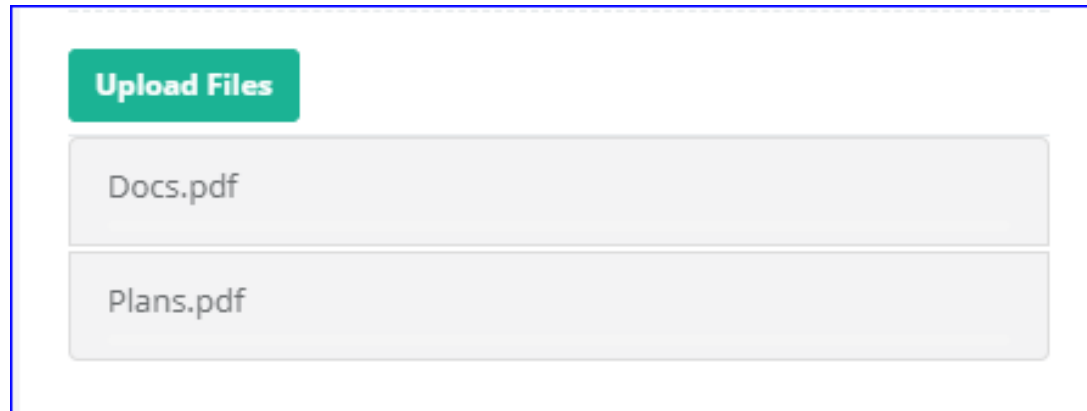
* Supported files types: .pdf, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .txt
* Maximum File Size: 250.0MB

Select Files to Upload

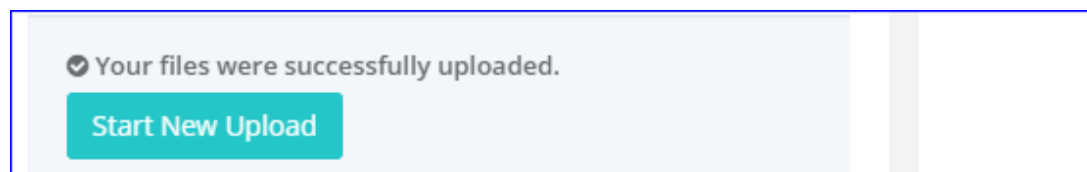
 No file chosen

- e. **Click** *Open* once you have selected your file(s).
- f. You should see your file(s) in the form.

- g. **Click Upload Files.**

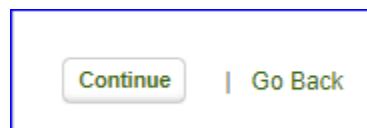


- h. Depending on the size of the files and your internet speed it may take a few moments but wait until you receive the “Your files were successfully uploaded” message.



Note: If at any point you receive an error message try again. If unsuccessful again, please contact the Building Permit Department at (864) 467-4550.

- i. **Click Continue** at the bottom of the e-form.



- j. Once you have **reviewed** our *Disclaimer*, **click Submit**.

Project minor in nature, no plans needed.

- A. If the project is minor in nature and does not require plans, **choose** “Project minor in nature, no plans provided”.

Examples of applications that may not require plans are re-roof, electrical/mechanical/plumbing alterations.

1. **Click Continue.**
2. Once you have **reviewed** our *Disclaimer*, **click Submit**.