

Greenwood City/County Building Department

Online Permitting Instructions

Applying for a permit online:

- Go to the website www.cityofgreenwoodsc.com
- Hover over "Departments" on page header
- Under the Building Heading, click on Permits
- Please read Permitting Process for information regarding site plans, and construction plans to submit if applicable to your building project.
- Choose "Click here for online permits." https://www.citizenserve.com/Portal/PortalController?Action=showHomePage&ctzPagePrefix=Portal_&installationID=455&original_iid=0&original_contactID=0
 - Click on Apply for a permit
 - Must Login or create an Account (If your email in already in system "Click Forget Your Password to Reset"
 - Login
 - Select type of permit and fill out application.
 - Submit
- The Building Department will process the application and will call or email you when we have set up the process. You will be given a permit number and the fee amount required.

Paying for a permit online

- Go to www.cityofgreenwoodsc.com
- In the green bar at the top of the page, click on "Pay Online"
- Click on the box Permits
- Login to account in Citizenserve
- Select permit that needs to be paid
- Follow directions to submit payment
- You will receive your confirmation receipt for your payment made by email

When the building department receives confirmation of the payment, we will issue the permit and send the permit to your email address. Permits can be accessed through account in Citizenserve.

For our contractors who have accounts with the city, your payment option will remain the same. Please call (864) 942-8424, (864) 942-8478, or (864) 942-8440 if you need assistance.