Decks, Sunrooms & Screened Porches

Who can Apply

- A licensed **Residential Builder** must apply for the building permit.
- If the homeowner wishes to act as the contractor, they will need to file a **Homeowners Disclosure Form.**

Documents Needed to Apply

- **Site Plan** showing setbacks to the property line.
- **Detailed drawing** that shows building materials, dimensions, and foundation plans.
- A deck and or screen porch will require a detailed drawing of the **footing/foundation**.
- Value of work **(Labor & Materials)**

Where to Apply

- Please go to **eTrakit** and apply for a Building Residential Permit.

https://gree.csqrcloud.com/community-etrakit/

- Select
  - **Type** - Building Residential
  - **Subtype** - Deck
- New contractors in the City Limits will need to contact the permits office to have an eTrakit account created.
- We will verify your state license. The business office will issue a business license.

Additional Permits

- Additional permits may need to be pulled for **mechanical, electrical, plumbing.**

Inspections

- Various inspections are required for this permit. Scheduling an inspection can be done through the **eTrakit site**.
- **Inspection Types**
  - Slab
  - Setbacks
  - Footing
  - Roughs
  - Finals

Scan Me!
eTrakit Link

Certificate of Completion

- Once the final inspection is approved. We will email a copy of the **Certificate of Completion.**

Payments

- Once the permit is **approved** payments can be processed.
- Payments can be processed by the following:
  - Online
  - In Person
  - Credit Card Authorization Form
- Acceptable forms of payment
  - Credit/Debit Card
  - Check
  - Cash

Homeowner Disclosure

- A **Homeowner Disclosure Form** must be filed with the corresponding county (Greenville or Spartanburg).
- Once filed with the county, you will upload the form to your permit application. A **utility bill** for the address and a **form of I.D.** is required when submitting this form.
- Please note that by filing a Homeowner Disclosure Form, you as the homeowner are taking responsibility for the work being done. This disclosure also states that the homeowner is not permitted to sell or rent the home for (2) years after work being done.
- This must be the homeowner's **primary residence.**

The mission of the Department of Planning and Development is to promote quality growth and to ensure design standards are met throughout the City of Greer.

The Department provides for the health, safety, and welfare of the general public through the equal enforcement of all applicable codes and ordinances of the City of Greer.

Message Us
permits@cityofgreersc.gov

Office Location
301 E Poinsett Street
Greer, SC 29651

Permits Office
(864)-848-2175