How to Access eTRAKiT

The web site address for eTRAKiT is http://etrakit.rcgov.us/eTRAKiT3/. You may also access eTRAKiT through Richland County’s Development Service Center’s homepage at www.rcdevelopmentservices.com and click on the quick link “Click to Login” button.
Setup an Account

Click Setup an Account

Fill out the information then select CREATE ACCOUNT
Permit Applications

Apply Link

Click Apply under Permits

Public Log In

Type your user name in username box then your password. Then click LOGIN.
Permit Declarations

Please read the Permit Declaration, click the radial button next to I AGREE and then click CONTINUE.

I hereby certify that by proceeding to submit this application the information supplied herein is true and correct to the best of my knowledge. I agree to comply with all applicable County Ordinances and State Laws related to land development. I am the property owner, or have received the owner’s written authorization to act as his agent regarding this matter. I understand that falsifying any information herein may result in nullification of this request and/or appropriate legal remedies.

It is understood and agreed by the undersigned that the approval of this application does not constitute a privilege to violate the Building Code, Zoning Ordinance, or other Ordinances of Richland County; and that any omission of or misrepresentation of fact with or without intention of the undersigned or any alteration or change from this application without the approval of Richland County officials, shall constitute sufficient grounds for the revocation of any permit issues which was based on the approval of this application.

Permits are required under the authority of Section 26-53 of the Richland County Land Development Code for Richland County, South Carolina. Upon the issuance of a Permit to start work, the applicant shall have 180 days from the date of to begin work. Failure to begin work within this time shall render the permit void.

I also certify that I am the Applicant applying for the permit, project, or license and I hereby truthfully disclose that the tract or parcel of land subject to said permit is NOT restricted by a recorded covenant that is contrary to, conflicts with, or prohibits the activity for which this permit applies. I further understand and agree that unless stated above, Richland County does not have actual notice of any recorded covenant that is contrary to, conflicts with, or prohibits the activity for which this permit applies. Applicant therefore agrees to indemnify and hold harmless Richland County from any Liabilities resulting from any Claims in the event that the permitted activity is found to be in violation of a recorded covenant.

As used herein:
(1) 'actual notice' is not constructive notice of documents filed in local offices concerning the property, and does not require Richland County to conduct searches in any records offices for filed restrictive covenants;
(2) 'permit' does not mean an authorization to build or place a structure on a tract or parcel of land.

I Agree
I Disagree

CONTINUE
**Entering Permit Information**

Select Manufactured Home from drop down menu

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**Permit Application**

**STEP 1 PERMIT INFORMATION**

**STEP 2**

**STEP 3**

**STEP 4**

**Permit Type Information**

<table>
<thead>
<tr>
<th>PERMIT Type</th>
<th>MANUFACTURED HOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short Description:</td>
<td></td>
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<tr>
<td>Notes:</td>
<td></td>
</tr>
</tbody>
</table>

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**Application information**

**UTILITIES**

<table>
<thead>
<tr>
<th>ELECTRIC PROVIDER:</th>
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<tbody>
<tr>
<td>GAS PROVIDER:</td>
<td></td>
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<tr>
<td>SOURCE OF WATER:</td>
<td></td>
</tr>
<tr>
<td>SEWER PROVIDER:</td>
<td></td>
</tr>
</tbody>
</table>

**SEPTIC LETTER UPLOADED:**

**RICH COUNTY TAP:**

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**MANUFACTURE HOME**

| MAKE: | |
| MODEL/ SERIAL NUMBER: | |
| VIN #: | |
| COLOR: | |
| YEAR: | |
| COUNTY MOVED FROM: | |

**SIZE: LENGTH X WIDTH:**

**OCCUPIED BY OWNER?:**

**DATE MOVED:**
Location

Select the search criteria for the location: Address or Tax Map Number (TMS). Enter part or all of the Address or TMS and click SEARCH. Then select the correct address for the permit.

**Enter part or all of your address and press search**

Search By  Address  400 powe

Select address below

- 400 POWELL RD - ADDRESS
- 400 POWELL RD 1 - ADDRESS
- 400 POWELL RD 1 OR10 - ADDRESS
- 400 POWELL RD 2 - ADDRESS
- 400 POWELL RD 3 - ADDRESS
- 400 POWELL RD 4 - ADDRESS
- 400 POWELL RD 5 - ADDRESS
- 400 POWELL RD 6 - ADDRESS
- 400 POWELL RD 7 - ADDRESS

Location

- R14500-03-03
- 400 POWELL RD Z
- COLUMBIA, SC 29203

Address Lookup
Check Property Owner

Your Relation to this Permit

- **Property Owner**
  - Check this box if you are the Property Owner
- **Contractor**
  - Check this box if you are the Contractor

Attachments

Locate the appropriate forms by clicking Select. Find the file you want to upload, select the file. Then type in a file description.

Click UPLOAD. Then click NEXT STEP.
Contact Information

Enter or confirm the Applicant Information, Owner Information & MH Owner Information, then click NEXT STEP.

Permit Application

Application for a MANUFACTURED HOME Permit

Applicant Information

<table>
<thead>
<tr>
<th>*Name</th>
<th>PETER PAN</th>
<th>*Phone</th>
<th>(555) 145-4454</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Address</td>
<td>123 NEVERLAND ST</td>
<td>*Email Address</td>
<td><a href="mailto:TISON.LAUREN@RICHLAND.COU">TISON.LAUREN@RICHLAND.COU</a></td>
</tr>
<tr>
<td>*City</td>
<td>COLUMBIA</td>
<td>*Zip</td>
<td>29209</td>
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</table>

Owner Information

<table>
<thead>
<tr>
<th>Name</th>
<th>PETER PAN</th>
<th>Phone</th>
<th>(555) 145-4454</th>
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MH Owner Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
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<table>
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<tr>
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**Review and Submit**

This area allows you to review the application, make changes or corrections and submit the permit application.

To make corrections to a section, select the EDIT button adjacent to the section header. Complete changes and select NEXT STEP.
View Permit Summary

The application is submitted, a summary page will generate. The tabs are selectable to review the permit application information. The permit will now appear on your dashboard under My Active Permits.
Permit Review Process

Once the application is submitted, it will be reviewed administratively for completeness. Once deemed administratively complete the application will be approved if no plan review is required. All other will be forwarded for plan review.

Reviewing Comments

If additional information is necessary, either administratively or for the plan review, the status of the Permit will change to DISAPPROVED.
To review the comments, click the permit number for the disapproved permit

Then select the Reviews tab.
The comments can be viewed by selecting the More Info link.

Providing Additional Information

In order to provide additional information, select the paperclip link.

Select the file that contains the response information from your computer, provide a brief description (Response to Comments), and click UPLOAD.
Approved Application – Fee Payment

You will be notified of the approval of your permit by email. Log in to your eTRAKiT account to pay the required permit fee.

Once the permit application has been reviewed and approved, any permit fee due will become a link and will need to be paid before the permit can be issued. The permit must be approved in order for the fee to be paid.

Select the PERMIT No. for the permit to be paid

Select the Fees tab and select Pay All.
Confirm the permit you are about to pay and select the PROCEED TO CHECKOUT button.

Select the payment type.

Enter the required information for the trust account, credit card, or eCheck payment. Select PROCESS PAYMENT.

For information on the Trust Account, please contact the Building Department at 803-576-2140.
Once the payment has processed, a payment summary screen will be generated. This summary may be printed for your records by selecting the PRINT SUMMARY link.
Your dashboard will be updated to reflect no fee is due and County staff will be notified of the fee payment. Staff will then update the status of the permit to Issued, construction can begin, and inspections can be scheduled on this permit.
Permit Inspections

Scheduling a Permit Inspection

Once the status of the permit has been changed to Issued, an inspection can be scheduled. To schedule an inspection, select the SCHEDULE link.

Complete the required information, including the contact information and the requested inspection date. Once you click SUBMIT your inspection is schedule.