



# Reviewing or Entering Information on Your Site

ePermitting

South Carolina Department of Health and Environmental Control

Healthy People. **Healthy Communities.**

# Course Objective

The purpose of this training is for users to learn how to review or enter information on their site in ePermitting.

From your home page, you will be able to enter any of the options listed on the left to review information on your site. From here you can also click the green button to browse forms. That button is linked to the Apps, Requests and Reports section of ePermitting. There, you will be able to complete and submit new forms, revise a previously submitted application, view permits and active compliance actions.

**Tip: The appearance of your screen may change based on it's resolution. To change the resolution of your screen, use CTRL + or CTRL - to change the resolution of your screen.**

**Home**

Dashboard

Notifications

Details

Contacts List

Apps, Requests and Reports

Permits

Evaluations

Violations

Compliance and Enforcement Actions

Financials

Documents

Authorized Users

## Welcome to the South Carolina DHEC ePermitting System

### Getting Started

SC ePermitting is a one-stop portal for submitting permit applications and service requests to South Carolina Department of Health and Environmental Control.

Once you or your organization has been issued a permit or license you can submit required reports or request changes to your permit here.

### Finding and Submitting Applications and Requests

Begin by browsing the available forms. Once the desired form is located, you can fill it out, submit it, and track it here.

[Browse Forms](#)

### Managing Information for an Existing Facility, Project, or Site

If you are affiliated with an existing facility, project, or site that has had DHEC involvement, your SCDHEC account can be granted access to the site in one of the following ways:

- Contact the facility directly and ask the designated SC ePermitting account administrator to invite you to join the site.
- [Enter a Verification Code](#) provided by mail or e-mail from DHEC
- If the site does not currently have an active account manager, contact SCDHEC support to learn how to set up a site account.

If your facility, project or site has not yet had DHEC involvement, your site will be created after you [fill out and submit an application or service request form](#).

### Getting Help

Use the Help link icon in the top right corner of any page to view screen-specific help. If you still need assistance click the Contact link in the page header for additional support options.

The Dashboard can be used to ensure that you are on task and do not have any outstanding items. You can view the options at the top of the screen: Priority, Upcoming, As Needed, Draft, In Process and INVOICES on the right of the screen. In this image, you can see there is an invoice with an outstanding payment. You will be able to click on the INVOICES area to be taken to the Financials area to satisfy payments (See **PAYING INVOICES** training for more information).

The screenshot displays a dashboard interface. On the left is a vertical navigation menu with the following items: Dashboard (circled in red), Details, Contacts List, Apps, Requests and Reports, Permits, Evaluations, Violations, Compliance and Enforcement Actions, Financials, Documents, Authorized Users, and Monitoring Data Submitted. The main content area features a top navigation bar with tabs for Priority (0), Upcoming (0), As Needed (0), Draft (0), and In Process (0). Below this, there are two summary cards: 'HIGH PRIORITY' with 'No items' and 'INVOICES' showing '1 INVOICES' and '\$75.00 TOTAL DUE'. A red arrow points to the '1 INVOICES' text. Below the invoices card is an 'UPCOMING' card with 'No items'.

Category	Count	Amount
Priority	0	
Upcoming	0	
As Needed	0	
Draft	0	
In Process	0	
High Priority	No items	
Invoices	1	\$75.00
Upcoming	No items	

The notifications section will house any notifications that are sent to you. This screen will also keep you on task with notifications such as payments that are due, violations found on your site, inquiries on applications, etc. At the top of this screen, you will see the four statuses that will house the notifications.

**Notifications**

Unread (0)   Read (0)   Trash (1)   All (1)

<input type="checkbox"/> Message	Date Received
No results found	

Home  
Dashboard  
**Notifications**  
Details  
Contacts List  
Apps, Requests and Reports  
Permits  
Evaluations  
Violations  
Compliance and Enforcement Actions  
Financials  
Documents  
Authorized Users

The details section shows basic information about your site. You can use the scroll bar to the right to scroll down and review all of the details. There are sections on the right and at the top to access additional information. On the right, there are sections for the status, alternative names, and other actions. At the top, you can access information such as contacts and relations for your site.

**SITE**

- Home
- Dashboard
- Notifications
- Details**
- Contacts List
- Apps, Requests and Reports
- Permits
- Evaluations
- Violations
- Compliance and Enforcement Actions
- Financials
- Documents
- Authorized Users

### Site Details

Details | Site Plan | Contacts | Relations

• = Required

Designated Name  
BLWM Test Site 2

Site Type

Address Line 1  
321 Bully St

Address Line 2

City/Locality  
Coca Cola

County  
Lexington

State/Province | Postal Code | Country  
South Carolina | 29000 |

Address Comments

**Status**  
Active

**Photo**  
(No Photo Uploaded)

**Derived Data**  
County: Allendale

**Alternative Names**  
None

**Other Actions**  
View in Explorer

From the details screen, click on contacts. If contacts are listed, you can click the green 'Open' button on the far right to update and change information.

The screenshot displays a web application interface for 'Site Details'. The left sidebar contains a navigation menu with items: Home, Dashboard, Notifications, Details (highlighted), Contacts List, Apps, Requests and Reports, Permits, Evaluations, Violations, Compliance and Enforcement Actions, Financials, Documents, and Authorized Users. The main content area is titled 'Site Details' and has four tabs: Details, Site Plan, Contacts (selected), and Relations. Below the tabs, there is a 'Contacts' section with an 'Add Contact' button. A table lists contact information with columns for Contact, Primary Phone, and Roles. A single contact entry is shown: JOHN DOE, 123 BULLY AVE, COLA COLA COLA COLA, 23456, and roles: Contact, Infectious Waste Billing, Infectious Waste Contact, Infectious Waste Mail. An 'Open' button is located on the right side of this entry, with a red arrow pointing to it.

Contact	Primary Phone	Roles
JOHN DOE 123 BULLY AVE COLA COLA COLA COLA <a href="mailto:123@GMAIL.COM">123@GMAIL.COM</a>	23456	Contact, Infectious Waste Billing, Infectious Waste Contact, Infectious Waste Mail

Once this screen is open, fill out the appropriate information. Click 'Save' once you have completed filling out this information. The contact that you have added will also show up in your "Contact List" once the information is saved.

**Site Details**

Details | Site Plan | **Contacts** | Relations

**Contact Detail**

• = Required

Prefix:

First Name:

Last Name:

Title:

Organization Name:

Display Name:

Email:

Phone Numbers

Primary	Type	Number	Ext	Comment
<input type="checkbox"/>	Office	00456		00000000

**Status**

Inactive **Active**

**Associated Items**

Permit IWG000412 v3.0

**Contact Edit History**

Created by Crispulo Isiminger on 2/20/2018 3:40 PM

Last Updated by John Doe on 11/26/2019 2:11 PM

**Save** Cancel



This is your contacts list. It lists the contact information for your site(s). If you have access to multiple sites, the contact information is further separated by site. You can find your contacts' address, phone number and role designation in this section. If an email address is listed here, you can email your contact from this screen if needed.

Home

Dashboard

Notifications

Details

**Contacts List**

Apps, Requests and Reports

Permits

Evaluations

Violations

Compliance and Enforcement Actions

Financials

Documents

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## Contacts

i This screen lists all current Contacts for a site.




Contact <span style="float: right;">▲</span>	Primary Phone <span style="float: right;">▼</span>	Roles <span style="float: right;">▼</span>
BLWM Test Site 2 321 Bully Ln Coca Cola, SC 29000 <a href="mailto:blwminfectiouswaste@gmail.com">blwminfectiouswaste@gmail.com</a>	803000000	Applicant, Notification Recipient, Permittee
JOHN DOE 123 BULLY AVE COLA COLA COLA COLA <a href="mailto:123@GMAIL.COM">123@GMAIL.COM</a>		Contact, Infectious Waste Billing, Infectious Waste Contact, Infectious Waste Mail, Permit Contact
JOHN DOE 123 BULLY AVE COLA COLA COLA COLA <a href="mailto:123@GMAIL.COM">123@GMAIL.COM</a>	23456	Contact, Infectious Waste Billing, Infectious Waste Contact, Infectious Waste Mail, Permit Contact
Lemme Bee 321 Bully Rd Ste 100 Coca Cola, SC 29000 <a href="mailto:blwminfectiouswaste@gmail.com">blwminfectiouswaste@gmail.com</a>	234567891	Applicant, Contact Mailing Address, Contact, Infectious Waste Billing, Infectious Waste Contact, Infectious Waste Mail, Notification Recipient, Owner, Permit Contact, Permittee

The Apps, Requests and Reports section is where you will submit applications for sites, permits, licenses, etc. Here you can retrieve both new forms and previously submitted forms.

The screenshot displays a web application interface. On the left is a sidebar menu with the following items: Dashboard, Details, Contacts List, **Apps, Requests and Reports** (circled in red), Permits, Evaluations, Violations, Compliance and Enforcement Actions, Financials, Documents, and Authorized Users. The main content area is titled "Forms" and contains two sections:

- Applications, Service Requests & Permit Change Forms**  
Begin filling out a **new form** or view or revise a **previous submission**
  - Start New Form**: Permit Applications, Service Requests and Permit Change Forms
  - Draft & Submitted Forms**: View or revise **draft and submitted** Applications, Service Requests, Permit Change Forms and Reports
- Assigned Forms and Schedules**  
Reporting forms relating to **current submissions, permits and active compliance actions**
  - New and Draft Assigned Forms**: Browse **reporting forms** relating to a submission, permit or compliance action
  - Submitted Reporting Forms**: View or revise **previously submitted reports**

The permit section shows all permits associated with the site or sites that you have access to. You can find the permit number, permit type, agency contact information, corresponding issued and expiration dates and the permit status.

SITE

- Dashboard
- Details
- Contacts List
- Apps, Requests and Reports
- Permits
- Evaluations
- Violations
- Compliance and Enforcement Actions
- Financials
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### Permits

Permit Number	Permit Type	Agency Contact	Issue Date	Expiration Date	Permit Status	
AG-20182 v1.0	Water - Agriculture: WTR-Agricultural Facility Waste Handling-Stacking Shed	Henry E Gibson <a href="mailto:GIBSONHE@TESTdhec.sc.gov">GIBSONHE@TESTdhec.sc.gov</a>	01/03/2012		In Effect	<a href="#">Open</a> <a href="#">View Permit Change Forms</a>
AG-19456 v1.0	Water - Agriculture: WTR-Agricultural Facility Waste Handling-Large Animal Facility - 500,000 lbs or more, less than 1,000,000 lbs NPLW	Tonya B O'Cain <a href="mailto:OCAINTB@TESTdhec.sc.gov">OCAINTB@TESTdhec.sc.gov</a>	07/07/2010		In Effect	<a href="#">Open</a> <a href="#">View Permit Change Forms</a>
LOA-835 v1.0	Water - Agriculture: WTR-Agricultural Letter of Approval-Large Animal Facility - 500,000 lbs or more, less than 1,000,000 lbs NPLW	Tonya B O'Cain <a href="mailto:OCAINTB@TESTdhec.sc.gov">OCAINTB@TESTdhec.sc.gov</a>	05/01/2013		In Effect	<a href="#">Open</a> <a href="#">View Permit Change Forms</a>
AG-18878 v1.0	Water - Agriculture: WTR-Agricultural Facility Waste Handling-Large Animal Facility - 500,000 lbs or more, less than 1,000,000 lbs NPLW		10/13/2004		Superseded	<a href="#">Open</a>
ND0083712 v1.0	Water - Agriculture: WTR-Agricultural Facility (Non-Swine)-Large Animal Facility -		10/13/2004		Not Issued	<a href="#">Open</a>

The violations section will house the violations that have been found on your site or sites. They will be listed by the site, category, type, description, non-compliance date and status.

The screenshot displays a web application interface. On the left is a vertical navigation sidebar with a 'SITE' header and a list of menu items: Dashboard, Details, Contacts List, Apps, Requests and Reports, Permits, Evaluations, **Violations** (circled in red), Compliance and Enforcement Actions, Financials, Documents, and Authorized Users. The main content area is titled 'Violations' and features a table with the following columns: Violation Category, Violation Type, Description, Evaluation Permit Number, Non-Compliance Date, and Status. Each column has a dropdown arrow icon. Below the table, the text 'No results found' is centered.

Compliance and Enforcement Actions are listed in this section for each site. Here you can find information such as the action type, action number, program, date and status.

The screenshot displays a web application interface for managing site compliance. On the left is a sidebar with navigation links: Dashboard, Details, Contacts List, Apps, Requests and Reports, Permits, Evaluations, Violations, **Compliance and Enforcement Actions** (circled in red), Financials, Documents, Authorized Users, and Monitoring Data Submitted. The main content area is titled 'Compliance and Enforcement Actions' and features a filter bar with dropdown menus for Action Type, Action Number, Primary Program, Action Date, and Action Status. Below the filter bar is a table with one row of data:

Action Type	Action Number	Primary Program	Action Date	Action Status	
Referral	11-403-WP	Water - Agriculture	10/20/2011	Closed	Open

This is your financials list and it is a record of fees paid via ePermitting. You can find information such as a description of the fee paid, the reference number, date, total amount, and amount due. Notice that any fees that have not been paid are highlighted in red and fees that have been paid are highlighted in green. To finalize payment, you can either click on the green open button to the right of the invoice that needs to be paid or check the small box next to 'Description'.

**Financials List**

<input checked="" type="checkbox"/>	Description	Reference #	Date	Total Amount	Amount Due	
<input type="checkbox"/>	Agricultural Waste Annual Operating Fees Agricultural Waste Dry Facility Permit Fees 2020 for ND0083712 19544-AG-Agricultural Waste Annual Operating Fees-Agricultural Waste Dry Facility Permit Fees-2020	ND0083712 19544-AG- AG_DRY-2020	10/30/2019	\$75.00	\$75.00	Open
<input type="checkbox"/>	Agricultural Waste Annual Operating Fees Agricultural Waste Dry Facility Permit Fees 2019 for ND0083712 19544-AG-Agricultural Waste Annual Operating Fees-Agricultural Waste Dry Facility Permit Fees-2019	ND0083712 19544-AG- AG_DRY-2019	07/17/2018	\$75.00	\$0.00	Open
<input type="checkbox"/>	Annual Fee for Large Animal Facility - 500,000 lbs or more NPLW	QC23918-6	07/10/2017	\$75.00	\$0.00	Open
<input type="checkbox"/>	Annual Fee for Small Animal Facility - less than 500,000 lbs NPLW	QC22989-8	07/08/2016	\$75.00	\$0.00	Open
<input type="checkbox"/>	Annual Fee for Small Animal Facility - less than 500,000 lbs NPLW	QC22206-7	07/20/2015	\$75.00	\$0.00	Open
<input type="checkbox"/>	Annual Fee for Small Animal Facility - less than 500,000 lbs NPLW	QC21201-9	07/10/2014	\$75.00	\$0.00	Open
<input type="checkbox"/>	ANNUAL FEE SMALL ANIMAL FACILITY - LESS THAN 500,000 LBS NPLW	QC20044-4	08/20/2013	\$82.50	\$0.00	Open
<input type="checkbox"/>	Annual Fee for Small Animal Facility - less than 500,000 lbs NPLW; ADDRESS SEARCH - Trans Amt = -75	QC19795-4	07/18/2013	\$0.00	\$0.00	Open
<input type="checkbox"/>	Annual Fee for Small Animal Facility - less than 500,000 lbs NPLW	QC18625-4	07/20/2012	\$75.00	\$0.00	Open
<input type="checkbox"/>	Annual Fee for Small Animal Facility - less than 500,000 lbs NPLW	QC17119-9	07/20/2011	\$75.00	\$0.00	Open
<input type="checkbox"/>	Waste Mgmt Plan Application Fee for Dry Manure/Litter Operation	QD12606-0	03/25/2010	\$165.00	\$0.00	Open
<input type="checkbox"/>	Annual Fee for Small Animal Facility - less than 500,000 lbs NPLW	QC15036-7	07/20/2009	\$75.00	\$0.00	Open
<input type="checkbox"/>	Annual Fee for Small Animal Facility - less than 500,000 lbs NPLW	QC13513-7	07/24/2008	\$75.00	\$0.00	Open

This is the documents section and it houses documents loaded to the site(s) that you have access to. You can download the documents for review by clicking the box next to the desired document or by clicking the box next to 'Name' to select all of the documents listed. To download the document(s), click on the green download button to the right of the document or the download button on the bottom left.

**Documents** ⓘ This screen lists documents related to the site or sites, including those related to the site's permits, compliance ...

<input checked="" type="checkbox"/>	Name	Description	Source Type	Source Name	Received / Created Date	Owned / Modified By	
<input checked="" type="checkbox"/>	Inspection Report.docx		Evaluation		03/01/2018 12:00 AM	Crispulo Isiminger	<a href="#">Download</a> 🔍
<input checked="" type="checkbox"/>	IW Generator Registration.docx		Permit	IWG000412 v1.0	12/14/2017 4:34 PM	Crispulo Isiminger	<a href="#">Download</a> 🔍

[Download 2 Selected \(356.87 KB\)](#)

This is the Authorized User section and it lists an authorized user(s) name, role, email address, and the date they joined. You can click the green open button next to the user to review their information. To invite people to be an authorized user for your site, click the 'Invite User to Join' button at the top.

**Users** [Invite User to Join](#) This screen lists external users authorized to access and manage data for this site.

Name	Role	Login	Joined Date	
Fatima Curry	Administrator	fatimahnniles@gmail.com	05/23/2019	<a href="#">Open</a>
John Doe	Administrator	ePermUser@gmail.com	11/22/2019	<a href="#">Open</a>
Nobody	Administrator	blwminfectiouswaste@gmail.com	12/14/2017	<a href="#">Open</a>

Home  
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Details  
Contacts List  
Apps, Requests and Reports  
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Evaluations  
Violations  
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South Carolina Department of Health and Environmental Control  
Healthy People. Healthy Communities.

# CONTACT US

[ePermittinghelp@dhec.sc.gov](mailto:ePermittinghelp@dhec.sc.gov)

## Stay Connected

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