The information provided here is for informational and educational purposes and current as of the date of publication. The information is not a substitute for legal advice and does not necessarily reflect the opinion or policy position of the Municipal Association of South Carolina. Consult your attorney for advice concerning specific situations.



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# Agenda

- Introduction
- Creating an Account
- How to Log in to ePermitting
- Starting Applications (NOI & MOD)
  Inviting Another User
- Submitting an NOT
- Q&A

### Introduction

SCDES has successfully moved to an online ePermitting system. ePermitting is designed to streamline the permitting process, enhance efficiency, and ensure better compliance with regulatory requirements.

 Applications, whether they are Notices of Intent (NOIs), Modifications, or Notices of Termination (NOTs), must now be submitted through the ePermitting platform.



# **Creating an Account**

Steps to navigate to the SCDES ePermitting website:

- 1. Open your web browser and go to the following URL: <u>https://des.sc.gov</u>
- 2. Look for the "ePermitting" section on the homepage.
- 3. Click on the "ePermitting" link to be directed to the ePermitting homepage.

Once you're on the ePermitting homepage, you can create an account, log in, and start using the system.

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Create an Account			
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### **Obtaining Certifier Permissions for** your Account in ePermitting

- 1. You Must have a Certifier Agreement on file at SCDES to electronically submit any application or report for NPDES permits.
- 2. You can download the ePermitting Certifier Agreement available at the following:
- https://des.sc.gov/sites/des/files/Documents/ePermitting/CertifierAgreement.pdf 3. Fill in the Required Information:
- a. Enter your personal details such as your name, email address, and contact information. b. Sign the certifier with an ink pen to complete the certifier agreement.
   c. Note: The email provided must match the one used to create your ePermitting account.
- 4. Mail or hand deliver the completed and signed (must be original signature) ePermitting Certifier Agreement to SCDES.

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## The Importance of Certifier Permissions in ePermitting

- Must have a Certifier Agreement on file at SCDES to electronically submit any application or report for NPDES permits as they require CROMERR compliance.
- You must have certifier status on your ePermitting account prior to starting, not just submitting, applications or forms in ePermitting.
- If you start a form prior to receiving certifier permissions on your account, you will not be able to submit the form even after you receive certifier permission on your account.

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WHY? Because the certification will not transfer to the "provisional" site that is created in ePermitting during the application process.

















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## **Payment Voucher**

• This could be sent to the Finance Department to initiate payment by IDT, when SCDOT is the permittee. If you elect to use the pay by credit card method, payment can be made faster but there will be a small service fee.

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#### Submission Complete

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