



SC DEPARTMENT of
**ENVIRONMENTAL
SERVICES**

Bureau of Water
Public Swimming Pools Permitting

ePermitting Instructions

Account Creation

New Project Submittals

ePermitting is designed to work best using MS Edge or Google Chrome on a personal computer. Users may also find that ePermitting works on tablets, but it is not recommended to access it on a phone.

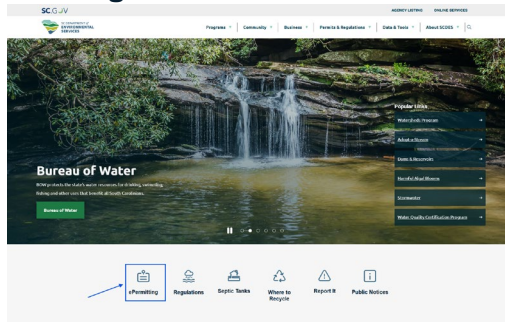
<https://des.sc.gov/programs/bureau-water/recreational-waters>

The South Carolina Department of Environmental Services (SCDES), Recreational Waters Permitting has transitioned to an online system called ePermitting April of 2026. This system streamlines communication between SCDES, regulated entities, and the general public, and makes it easier to submit and access information. Effective April 06th 2026, all public swimming pool applications are to be submitted electronically through ePermitting. This letter will walk you through the critical steps necessary to set up an account and manage your site(s) in ePermitting.

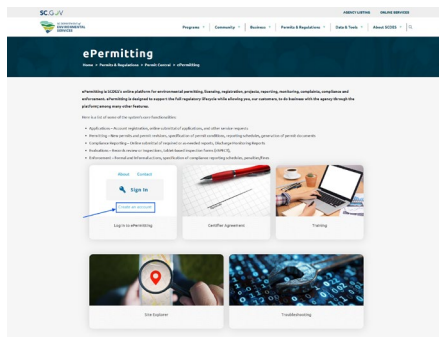
Creating a SCDES ePermitting Account:

If you have an existing account, navigate to <https://epermitting.des.sc.gov/ext/ncore/external/home>
If you do not have an existing account, follow the steps below to create a new account:

1. Navigate to <https://des.sc.gov/>
2. Select **'ePermitting'**



3. Select the **'Create an Account'** button



4. Fill out the **'Account Info'**
5. You will receive an e-mail containing a link to activate your account
6. After your account has been activated using the e-mail link, log in using the e-mail and password you set up in step 4
7. After logging in, answer five security questions. These questions will be used if you ever forget your password and need to reset it

Congratulations! 🎉 Your ePermitting account is set up!

If you ever forget your password, use the 'Forgot Password' link to reset it. Once an administrator is established, they can edit site information, invite other users to join the site, inactivate users, and submit forms, applications, and reports.



Plans and specifications shall be prepared, stamped, dated and signed by an architect or engineer registered in the State of South Carolina.

For New Projects:

Note: If this new pool is connected to an existing site, the applicant may contact an account manager or site administrator (who has ePermitting access to the entity in question), you can ask them to use the **Invite User feature (Authorized Users) to grant your account (ePermitting login email address) access to the profile. **See snippet on next page.****

1. To add a new site, select **'Add a Site/Person/Organization to your account'**
[Getting Started](#)

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

If you received a letter with a verification code

Enter in the code you received to have your user account associated with the site, person or organization you represent.

Enter Verification Code

Add a Site/Person/Organization to your account

In order to get started, you'll need to link your account to a regulated business entity (a site, person or organization), or create one if it's not yet in the ePermitting system.

Add a Site/Person/Organization

2. **NOTE: If this is a brand-new project, select 'It has never been registered with SCDES'**

Welcome > **Add a Site/Person/Organization**

What best describes the site, person or organization you need to work with?

It has been registered with SCDES
 If your site, person or organization is or has been registered/permited at any time, or has ever been required to submit reports (i.e. compliance documents) to SCDES, select this option. >

It has never been registered with SCDES
 If your site, person or organization has never been registered, permitted or submitted reports (i.e. compliance documents) to SCDES in the past, please choose this option. After completing an application or service request, a new site/person/organization record will be registered and linked to your account. >

Not sure?
 If you are trying to register a site located at a particular address, try using the [map/search tools](#) to find any potential matches. If no sites can be found at that address, you'll need to [add it as a new site](#).



The screenshot shows the ePermitting SCDES Online Services interface. The top navigation bar includes 'My Tasks', 'Inbox', 'Admin', 'Reports', 'Explorer', and 'nSPECT'. The left sidebar contains a menu with items: 'Dashboard', 'Site Details', 'Start a New Form', 'Submissions', 'Permits', 'Evaluations', 'Violations', 'Compliance and Enforcement Actions', 'Environmental Projects', 'Financials', 'Financial Assurance', and 'Documents'. The 'Authorized Users' menu item is highlighted with a blue box and a blue arrow. The main content area is titled 'Users' and features a green 'Invite User to Join' button, also highlighted with a blue box and a blue arrow. Below this is a table with columns 'Name' and 'Role'. A blue header row reads 'Authorized Users People who have been previously approved to view or edit data for this site'. The table contains one entry with a redacted name and the role 'Administrator'.

Name	Role
[Redacted]	Administrator

Single Pool Submittal:

- To begin a new application, please select **'Start a New Form'**, then **'I want to start a new application'**.

Start New Form

What kind of form are you looking for?

I want to start a new application
Forms used to apply for a New Permit, License, or Entrance into a Program

- In the filter bar, please enter your desired permit, i.e. **Pools - Construct a Recreational Water Facility (Application for a Single Pool)**, then select **'Begin'**

Apply for a New Permit, License, or Entrance into a Program

pool

- Fill out all portions of the application completely

- Name site
- Read instructions
- Select 'Begin Form Entry'
- Complete form. *When entering Pool Data, be sure to scroll to enter the (F) Deck Area, (G) Pool Limit and (H) Deck Limit. See snippet below.

Construction Details

(D) DESIGN FLOW RATE (GPM)	(E) MINIMUM FLOW RATE (GPM)	(F) TOTAL DECK AREA (SQUARE FEET)	(G) POOL LIMIT	(H) DECK LIMIT
205.00	170.17	2974.00	245	90

- Note, the Signature Page requirement that must be completed and uploaded.
 - <https://des.sc.gov/sites/des/files/Library/D-1971.pdf>
- Review form
- Certify & Submit
- Application Fee may be Paid Online after submitting. There is also an option to pay online on the applicant's Dashboard under Financials. *See snippet on next page.*



Submission Requires Payment

[Print Confirmation](#)

Pools - Construct a Recreational Water Facility (Application for a Single Pool)

Submitted [redacted] Submission [redacted] Revision 2 Form Version 7.0

Your submission requires payment. It is recommended to [print](#) and retain a copy of this confirmation.

Payment Required to Complete Submission

[redacted]

Submission Fees

Type A, B, C, D, F, or G pools	\$1,303.50
Total Due	\$1,303.50

[Pay Online](#)

[View Financial Details >](#)

Financials

Documents

Authorized Users

Charges

Type	Date ↑	Amount	Comments
Base Charge	03/06/2026	\$1,303.50	Pools - Construct a Recreational Water Facility (Application for a Single Pool); Type A, B, C, D, F, or G pools;

Payments, Electronic Settlements [Pay Online](#)

Type	Date ↓	Status	Charge Amount	Processing Fee	Total Amount Paid	Confirmation Number
No results found						

Payment Adjustment Requests

Adjustment Type	Date ↓	Status	Amount	Method	Confirmation Number
No results found					

- Take note of the submission/reference number

4. Select 'Submit' once you are ready to have the Recreational Waters Permitting section review your application

Multiple Pools Submittal on next page ↗



Multiple Pools Submittal:

- To begin a new application, please select **'Start a New Form'**, then **'I want to start a new application'**.

Start New Form

What kind of form are you looking for?

I want to start a new application
Forms used to apply for a New Permit, License, or Entrance into a Program

- In the filter bar, please enter your desired permit, i.e. **Pools - Construct a Recreational Water Facility (Application for Multiple Pools)**, then select **'Begin'**

Apply for a New Permit, License, or Entrance into a Program

pool

- Create a **New Site**, name the site. Select **Continue**
- Fill out all portions of the application completely
 - Name site
 - Read instructions
 - Select 'Begin Form Entry'
 - Complete form. When entering Pool Data, be sure to scroll to enter the (F) Deck Area, (G) Pool Limit and (H) Deck Limit. See snippet below.

Construction Details

(S)	(D) DESIGN FLOW RATE (GPM)	(E) MINIMUM FLOW RATE (GPM)	(F) TOTAL DECK AREA (SQUARE FEET)	(G) POOL LIMIT	(H) DECK LIMIT
	205.00	170.17	2974.00	245	90

- Note:
 - Click **"Add New Construction Responsibilities"** to enter an additional Pool Type for construction (and permitting)
 - one project plan for all pools or a separate project plan for each pool may be uploaded
 - the Signature Page requirement that must be completed and uploaded
 - <https://des.sc.gov/sites/des/files/Library/D-1971.pdf>
- Review form
- Certify & Submit
- Application Fee may be Paid Online after submitting. There is also an option to pay online on the applicant's Dashboard under Financials. *See snippet on next page.*



Submission Requires Payment

[Print Confirmation](#)

Pools - Construct a Recreational Water Facility (Application for a Single Pool)

Submitted [redacted] Submission [redacted] Revision 2 Form Version 7.0

Your submission requires payment. It is recommended to [print](#) and retain a copy of this confirmation.

Payment Required to Complete Submission

[redacted]

Submission Fees

Type A, B, C, D, F, or G pools	\$1,303.50
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Total Due \$1,303.50

[Pay Online](#)

[View Financial Details >](#)

- Financials
- Documents
- Authorized Users

Charges

Type	Date ↑	Amount	Comments
Base Charge	03/06/2026	\$1,303.50	Pools - Construct a Recreational Water Facility (Application for a Single Pool); Type A, B, C, D, F, or G pools;

Payments, Electronic Settlements [Pay Online](#)

Type	Date ↓	Status	Charge Amount	Processing Fee	Total Amount Paid	Confirmation Number
No results found						

Payment Adjustment Requests

Adjustment Type	Date ↓	Status	Amount	Method	Confirmation Number
No results found					

- Take note of the submission/reference number

5. Select 'Submit' once you are ready to have the Recreational Waters Permitting section review your application

