



SC DEPARTMENT *of*  
**ENVIRONMENTAL  
SERVICES**

Bureau of Water  
**Public Swimming Pools Permitting**

ePermitting Instructions

Resubmissions

**For Submission Revisions:** for users to learn how to revise external applications online in the ePermitting system

1. If an application, permit change form, or schedule you submitted to the Department has comments from the reviewer, the applicant/requestee will receive a notification similar to the example below. It details the submission number, the status of the application and the reviewer’s point of contact.

This notification is to inform you that the status of the following submission was updated to **On Hold** on **1/26/2023 11:21 AM**:

Form Name: **OSWW - Application to Construct an Individual Sewage Treatment and Disposal System (D-1740) V.5.0**  
 Submission Reference Number: **HPQ-ZPMP-C1APV**  
 Site Name: **Test Site**  
 Reason for Status Change: **Your submission review has been completed and it was determined that your application could not be considered administratively complete. Your submission cannot be processed further without additional and/or corrected information.**

**Please open the form to review the corrections necessary to make the submission complete. You will then need to revise and resubmit the form.**

The processor assigned to your submission is **Leslie E Yasinsac**.

This is an automated notification generated and sent by ePermitting.

2. A reviewed application or permit change form will be in the site’s dashboard in **‘On hold – Action Needed’** status (see below, top notification). To see the reviewer’s comments, click **Open**. A reviewed schedule will be on the site’s dashboard in ‘Not Approved – Action Needed’ status (see below, bottom notification). To see the reviewer's comments, click **Revise**.

New Application snippet

**Dashboard**

- Site Details
- Start a New Form
- Submissions
- Permits

**HIGH PRIORITY**

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

**REQUIRES RESUBMISSION - ACTION NEEDED** Resubmit By: 03/09/2026. The original submission was received on 12/29/2025. The latest revision is v2. SCDES staff have reviewed your submission and determined that it is not complete. Your submission cannot be processed further without additional and/or corrected information. Please open the form to review the corrections necessary to make the submission complete. You will then need to resubmit the form. Visit the following link for guidance on revising a submission: [https://des.sc.gov/sites/des/files/media/document/ePermitting%20\\_SubmissionRevisions.pdf](https://des.sc.gov/sites/des/files/media/document/ePermitting%20_SubmissionRevisions.pdf) Contact [redacted] at [redacted] or [redacted] with questions.

**Revise**

Permit Changes snippet

**Dashboard**

- Site Details
- Start a New Form
- Submissions
- Permits

**HIGH PRIORITY**

Permit Change [redacted] on [redacted] - Pools - Change Order Request Form

**REQUIRES RESUBMISSION - ACTION NEEDED** Resubmit By: 03/09/2026. The original submission was received on 02/17/2026. SCDES staff have reviewed your submission and determined that it is not complete. Your submission cannot be processed further without additional and/or corrected information. Please open the form to review the corrections necessary to make the submission complete. You will then need to resubmit the form. Visit the following link for guidance on revising a submission: [https://des.sc.gov/sites/des/files/media/document/ePermitting%20\\_SubmissionRevisions.pdf](https://des.sc.gov/sites/des/files/media/document/ePermitting%20_SubmissionRevisions.pdf) Contact [redacted] at [redacted] or [redacted] with questions.

**Revise**



- You will be taken to the 'Submission Overview' screen. The 'Notes & Issues' Section will show you comments made by the reviewer. You can click 'View Form' to see all comment(s) on the form, next to the associated question(s), or click 'Revise Submission' to begin editing the form.

### New Application snippet

**SUBMISSION OVERVIEW**  
**Pools - Construct a Recreational Water Facility (Application for a Single Pool)**  
ID # [REDACTED] REVISION 2 View Form  
A complete view of the submitted form data

**Summary** | Revisions

NAME	Pools - Construct a Recreational Water Facility (Application for a Single Pool)
SUBMITTED	03/06/2026 (0 days ago) by [REDACTED]
ORIGINALLY STARTED BY	[REDACTED]
REFERENCE #	—
SUBMISSION ID	[REDACTED]
PREFILL CONTEXT	SUBM-[REDACTED]
DUE DATE	03/09/2026

**Notes & Issues** Add New

POOL (FACILITY) DETAILS - IS THERE A PERMITTED POOL ALREADY ON THIS SITE?

**1** Permit already on site — please list permit number  
Added by [REDACTED] 2026-03-06 5:58 PM ACTION REQUIRED

**Status**  
IN PROCESS

**Begin Review**  
Prevents submitter(s) from revising until review is completed.

**Revise Submission**  
Your form requires corrections. Please address them by modifying your form and resubmitting.

Print

Download / Export

View Confirmation

### Permit Changes snippet

**SUBMISSION OVERVIEW**  
**Pools - Change Order Request Form**  
ID # [REDACTED] View Form  
A complete view of the submitted form data

**Summary** | Revisions

NAME	Pools - Change Order Request Form
SUBMITTED	02/17/2026 (17 days ago) by [REDACTED]
REFERENCE #	—
SUBMISSION ID	[REDACTED]
PREFILL CONTEXT	SUBM-[REDACTED]
DUE DATE	03/09/2026

**Notes & Issues** Add New

PROJECT DESCRIPTION - ARE ADDITIONAL PLANS OR SKETCHES ATTACHED WITH THIS REQUEST?

**1** sketch of steps — Please provide a sketch/drawing showing the pool steps and handrail meeting part C.35.b-c of R61-51. The manufacturer's ...  
Added by [REDACTED] 2026-03-06 6:16 PM ACTION REQUIRED

**Status**  
IN PROCESS

**Begin Review**  
Prevents submitter(s) from revising until review is completed.

**Revise Submission**  
Your form requires corrections. Please address them by modifying your form and resubmitting.

Print

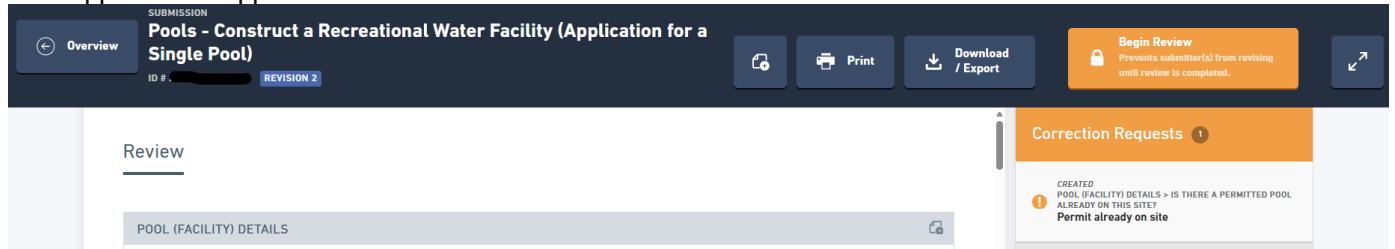
Download / Export

View Confirmation

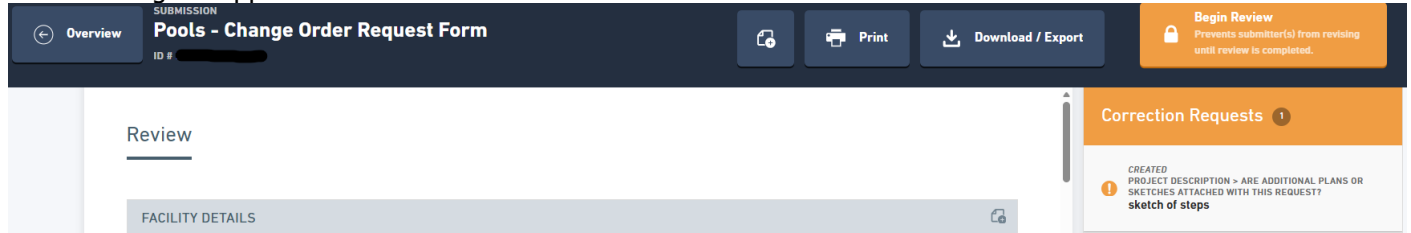


- If you click 'View Form', the form will show you the first correction request in the form, and the list of correction requests, with the number of requests, on the right.

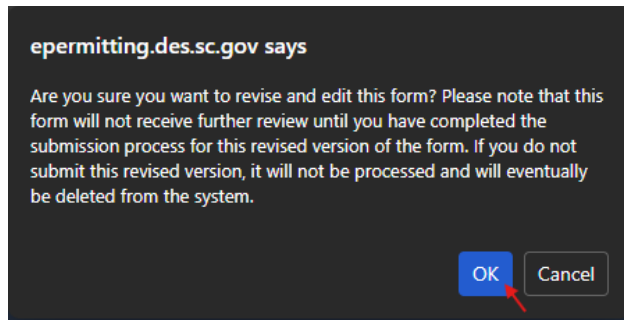
New Application snippet



Permit Changes snippet



- If you click 'Revise Submission', you will get a confirmation notification. Click 'OK' to move into the form.



- You will be taken to the beginning of the form. The correction request(s) will be listed on the right. You can click on each correction request to be taken directly to the question that needs review. Once you have reviewed each correction request or note on the left side and edited the submission (documents may also be removed (deleted) and revisions attached to the submission), click *'Mark Complete'* for the Correction Request or Note on the right side.

New Application snippet

Pools - Construct a Recreational Water Facility (Application for a Single Pool) ⓘ 🔧 Last saved a minute ago  
 Submission [redacted] Revision 3 Form Version 2.4 SAVE PROGRESS

**SECTIONS**

Pool (Facility) Details CLEAR SECTION

Enter the full name of the facility, the physical location of the facility, including the street or road, city, state, county, and zip code.

Additionally, enter the phone number at the facility and the project cost as defined by the South Carolina Department of Labor, Licensing, and Regulation, General and Mechanical Contracting Act, Chapter 11, Title 40.

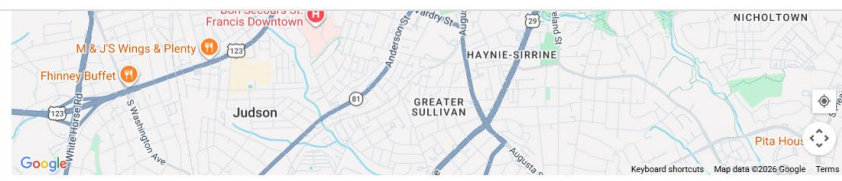
**Correction Requests** 1

1 CREATED POOL (FACILITY) DETAILS > IS THERE A PERMITTED POOL ALREADY ON THIS SITE?  
**Permit already on site**

Pools - Construct a Recreational Water Facility (Application for a Single Pool) ⓘ 🔧 Last saved 3 minutes ago  
 Submission [redacted] Revision 3 Form Version 2.4 SAVE PROGRESS

**SECTIONS**

Pool (Facility) Details CLEAR SECTION



LOCATION COORDINATES

Latitude [redacted] Longitude [redacted]

Project Cost (\$) [redacted]

Is there a permitted pool already on this site?

Yes

No

**Correction Request**

< **Permit already on site**

please list permit number

CREATED 2024-03-06 5:58 PM by [redacted]

Add Comment

Mark Complete

Permit Changes snippet

Pools - Change Order Request Form ⓘ 🔧 Last saved 4 minutes ago  
 Submission [redacted] Revision 2 Form Version 2.3 SAVE PROGRESS

**SECTIONS**

Facility Details CLEAR SECTION

Permit and Facility Details

**Correction Requests** 1

1 CREATED PROJECT DESCRIPTION > ARE ADDITIONAL DOCUMENTS, PLANS OR SKETCHES ATTACHED WITH THIS REQUEST?  
**sketch of steps**



SECTIONS

Year Round Pool

No

Indoor or Outdoor Pool

Outdoor

Construction Details

Fullscreen

(A) PERIMETER (LINEAR FEET) (B) AREA (SQUARE FEET) (C) VOLUME (GALLONS) (D) DESIGN FLOW RATE (GPM) (E) MINIMUM FLOW RATE (GPM) (

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Are additional documents, plans or sketches attached with this request?

- Yes
- No

NEXT SECTION  
Equipment Change

CORRECTION REQUEST  
sketch of steps

Please provide a sketch/drawing showing the pool steps and handrail meeting part C.35.b -c of R61-51. The manufacturer's documentation [cut-sheet] of the proposed handrail should be included with the completed COR form, along with the name of the manufacturer's name for the handrail model no.  
Take note of step requirements from Regulation that must be adhered to concerning steps and handrails. Handrails must be securely anchored, extend over and anchor into the bottom step. No figure four type handrails may be installed. Handrails must be of the removable type. Also, handrails must be designed as to be secured tightly in place when the pool is in operation. When radial steps are constructed, the minimum standards are shown in Figures 1, 2, and 3 as follows:

CREATED  
2024-03-06 6:16 PM by

Add Comment

- 7. Once all corrections have been reviewed and made, if needed, click the 'Proceed to Review' button to move to the end of the form, review, and resubmit. Be sure to click 'Certify & Submit' then 'Submit Form' to resubmit the form to the reviewer. After the application is resubmitted, it is now returned to SCDES for review. The original application processor will get a notification identical to the notification sent to the applicant.

New Application snippet

Pools - Construct a Recreational Water Facility (Application for a Single Pool) [Info] [Settings]

Submission [Redacted] Revision 3 Form Version 2.4

Map showing location in Judson, Greater Sullivan, and Haynie-Sirrine areas.

LOCATION COORDINATES  
Latitude [Redacted] Longitude [Redacted]

Project Cost (\$) [Redacted]

Is there a permitted pool already on this site?  
 Yes  
 No

NEXT SECTION  
Architect / Engineer Details

Corrections complete — Resubmission required

If you are finished making changes, you must resubmit the form in order to allow processing to resume.

PROCEED TO REVIEW

Permit Changes snippet

Pools - Change Order Request Form [Info] [Settings]

Submission [Redacted] Revision 2 Form Version 2.3

Year Round Pool: No

Indoor or Outdoor Pool: Outdoor

Construction Details

(A) PERIMETER (LINEAR FEET)	(B) AREA (SQUARE FEET)	(C) VOLUME (GALLONS)	(D) DESIGN FLOW RATE (GPM)	(E) MINIMUM FLOW RATE (GPM)
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

Are additional documents, plans or sketches attached with this request?  
 Yes  
 No

NEXT SECTION  
Equipment Change

Corrections complete — Resubmission required

If you are finished making changes, you must resubmit the form in order to allow processing to resume.

PROCEED TO REVIEW

