

*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/swimming-pools-change-orders>



## SC DEPARTMENT of **ENVIRONMENTAL SERVICES**

### Bureau of Water **Recreational Waters Public Swimming Pools**

### ePermitting Instructions

### Permit Changes (Change Order Requests)

*Every effort should be made to construct the pool according to permitted plans, should design changes or equipment changes become necessary during construction, a swimming pool permit change (COR), detailing any proposed changes, must be submitted to and approved by the Department prior to initiation of such changes.*

✳️ Ensure that you are logged into your ePermitting account ✳️

[Create an account](#) ← Link for new account creation

### Options to Associate with Site

✚ If a user is already associated with a site as an Administrator (i.e. the billing contact from the annual operating fee invoice), then they can invite others (editor role) to submit changes for the facility.

[Inviting Additional Users](#) ← Link to instructions

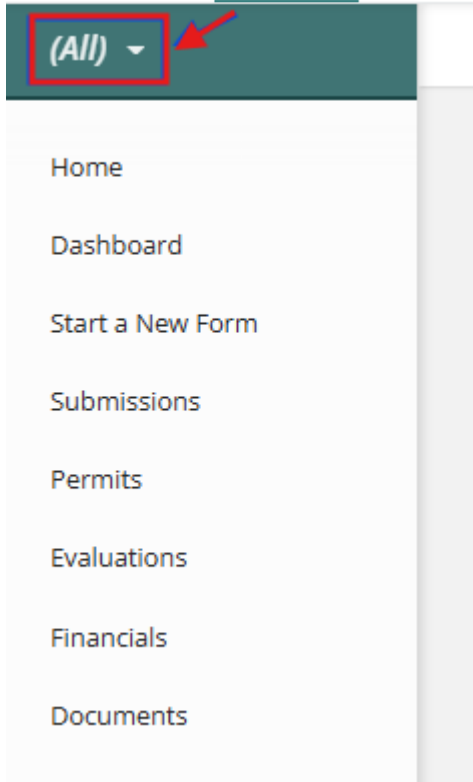
✚ Request access by claiming the site through the SCDES Map Explorer.

[Add Your Account to a Site & Become an Authorized User](#) ← Link to instructions

**For Pools with established Site Association:** *for users to learn how to submit permit change forms online in ePermitting for already claimed sites. Skip to page 6 if the permitted site has not been claimed by the requestee.*

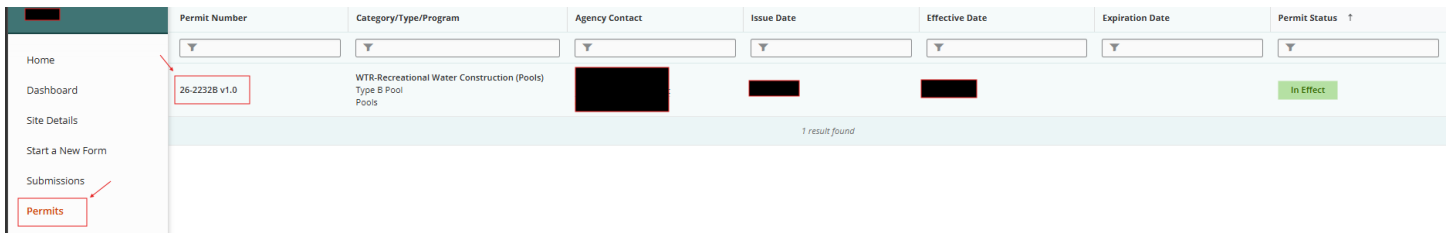
To modify or extend a permit.

1. Sign into your ePermitting account using the email address and password that you used when you created your ePermitting account. <https://epermitting.des.sc.gov/ext/ncore/external/home>
2. Once you sign into your ePermitting account, you will be on the Home page for your account. To locate your site or sites, click on the triangle in the site search box.



3. A drop down will appear with all of the sites that list you as an authorized user. Select the **appropriate site** by clicking on the name.
4. There are three options to submit a permit change (change order request):
  - Option #1 below –
  - Verify the correct (**In Effect**) permit number. Then *double* click the permit no., and select **View Permit Change Forms**
  - Click '**Begin**' for the **Pools - Change Order Request Form**

↗ see snippets below and on next page



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PERMIT [REDACTED] [View Permit Change Forms](#) ✕

[Details](#) [Documents](#) [Contacts](#)

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### Details

PERMIT CATEGORY: WTR-Recreational Water Construction (Pools)

ISSUED ON: 09/15/2025

EFFECTIVE ON: 09/15/2025

EXPIRES ON:

### Permittee

[REDACTED]

### Agency Contact

[REDACTED]

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### Pools - Change Order Request Form

Site Name: [REDACTED]  
Permit Number: [REDACTED]  
Form Description:  
Program Area: Pools

[Begin](#)

- Read Instructions
- Click Begin Form Entry
- Fill out all portions of the form
- Note:
  - designers (the project Engineer/Architect of record) should submit COR(s) for construction permits
  - extensions are only applicable to construction permits
  - for night swim requests: select EQUIPMENT CHANGE OR INTERIOR/DECK RESURFACING (a photometric area lighting plan must be attached for review)
  - sealed plans must be submitted for any renovations that affect the topography or piping of existing pools (i.e. shallowing the deep end, updating piping, etc.). Solely resurfacing does not constitute a renovation.

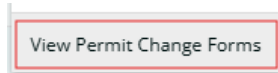
- use the project description area to describe the proposed changes to the facility
- verify the facility owner’s (permit holder/permittee) company name and provide a valid email address for the business person of contact
- review
- Certify & Submit
- Take note of the submission/reference number

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

- Alternate Option #2 below –
- From your dashboard screen, on the side menu, click the 'Permits' button.
  - Verify the correct (**In Effect**) permit number.

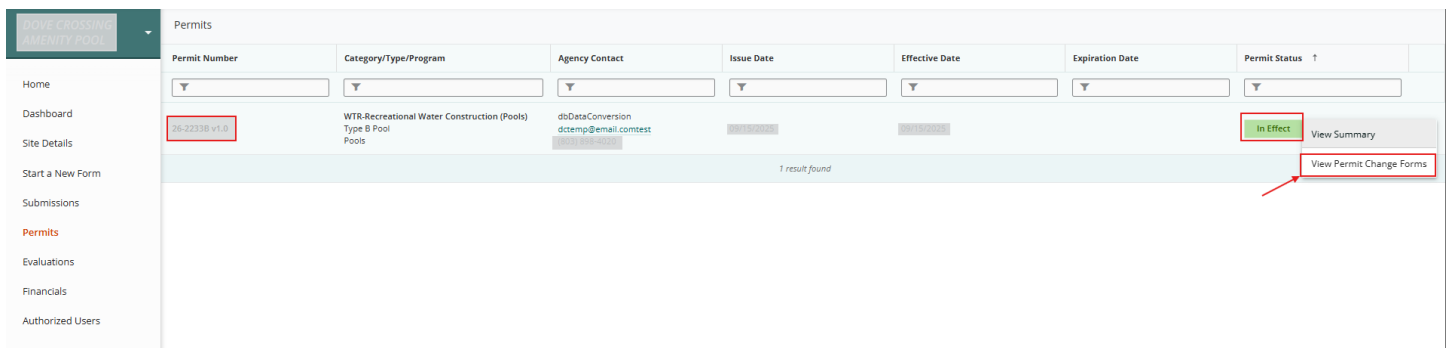
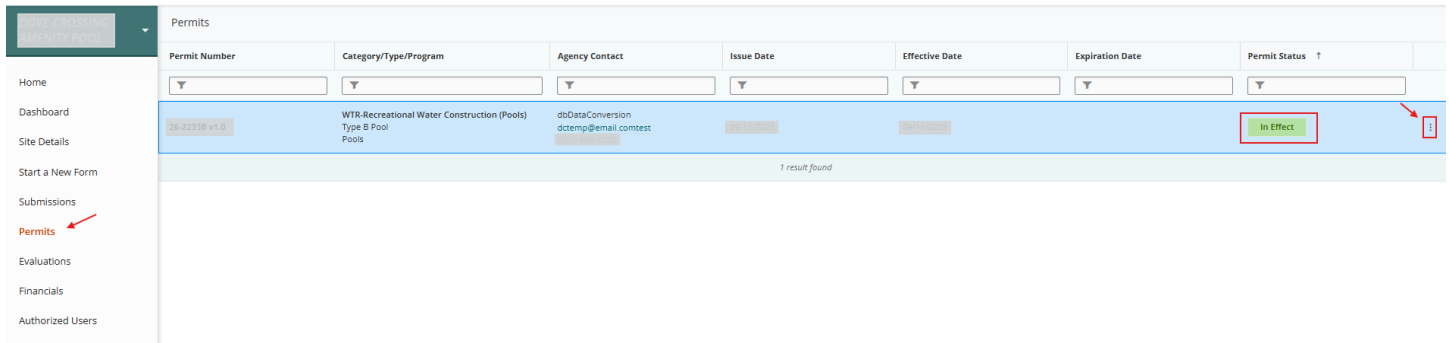


- Then select Actions



- Click **View Permit Change Forms**
- Click '**Begin**' for the **Pools - Change Order Request Form**

↪ see snippets below and on next page



< BACK

## Permit Change Forms

4 items found

Filter

Showing 4 of 4

### Pool Closure Form - Temporary or Permanent

Site Name: [REDACTED]

Permit Number: [REDACTED]

Form Description: Use this form to request a pool's status be updated or request a closure inspection

Program Area: Pools

Begin

### Pools - Change Order Request Form

Site Name: [REDACTED]

Permit Number: [REDACTED]

Form Description:

Program Area: Pools

Begin

### Pools Final Inspection/Approval to Operate

Site Name: [REDACTED]

Permit Number: [REDACTED]

Form Description: Pools Final Inspection/Application to Operate

Program Area: Pools

Begin

### Pools PreSeason or Technical Assistance Visit Request

Site Name: [REDACTED]

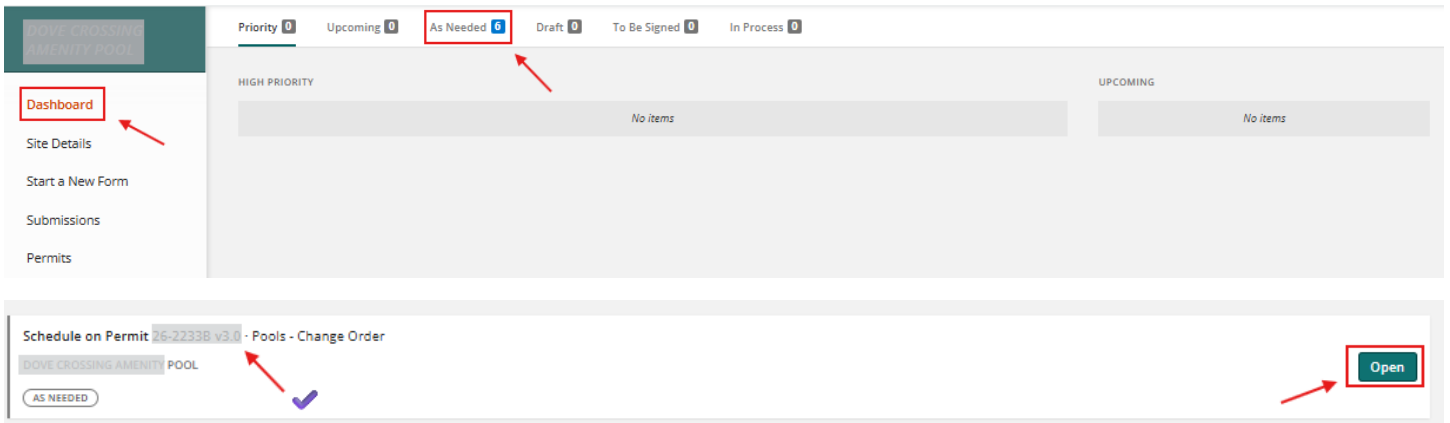
Permit Number: [REDACTED]

Form Description: Pools PreSeason/TAV Request

Program Area: Pools

Begin

- Alternate Option #3 below –
- From your **Dashboard** screen, on the top menu, click the 'As Needed' button. Then select 'Open' ('Begin') for 'Schedule on Permit' · Pools - Change Order' (**verify permit number is correct**)



**For Pools with No Site Association:** *for users to learn how to submit permit change forms online in ePermitting for permitted sites that have not been claimed by an Administrator or requestee.*

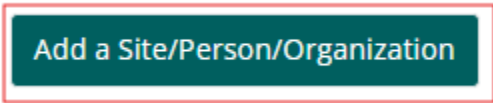
In order to get started, you'll need to link your account to a regulated business entity (a site, person or organization). If you need to search for the site, see step 2 below. It is easier to move through this process if you are logged into your user account. See <https://epermitting.des.sc.gov/ext/ncore/createuser> to create an ePermitting account.

1. If there is someone (an account manager or site administrator, for example) who has ePermitting access to the entity in question, you can ask them to use the [Inviting Additional Users](#) feature to grant your account (ePermitting account email address) access to the profile (use **Editor** role).
  - If that is not an option, please use the **Search for a Site (by location)** tool. You can use our online map to connect a **site/facility** with the **site name, specific address, and permit number** by finding it and requesting access. See step 2 below.

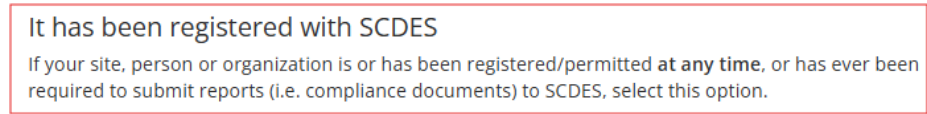
2. Find a Site

Site Search, using link <https://epermitting.des.sc.gov/ext/ncore/external/home>

- From the Home screen on the right side, click **'Add a Site/Person/Organization'**



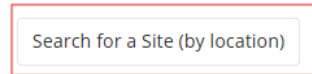
- Then click **'It has been registered with SCDES'**



- Next select **'Search for a Site (by location)'**

Find your site on an online map

If you're looking to connect a site/facility with a specific address, you can use our online map to find it and request access.

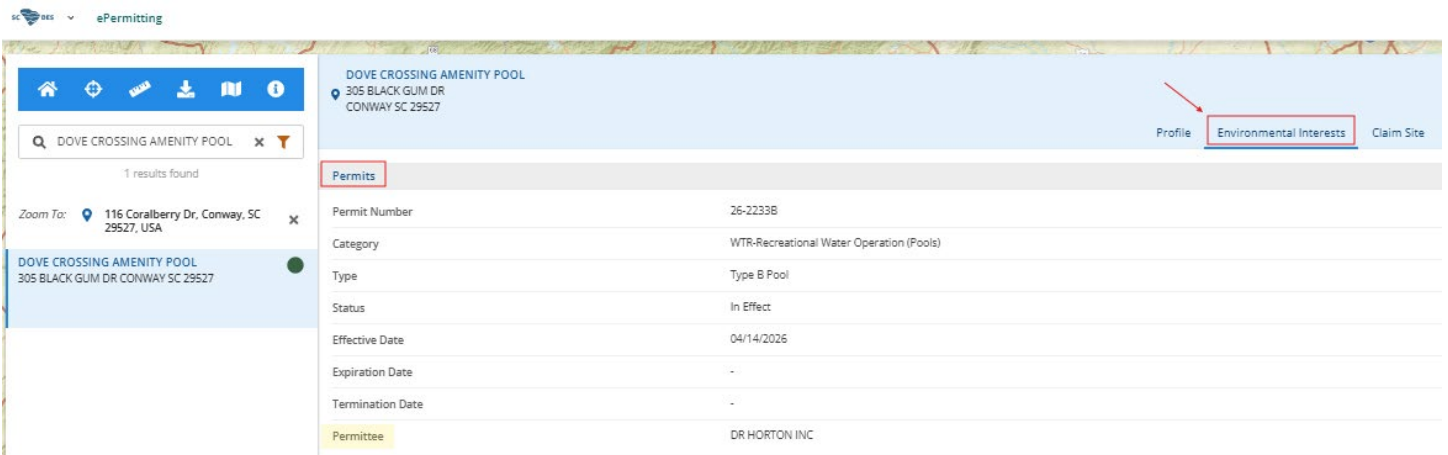
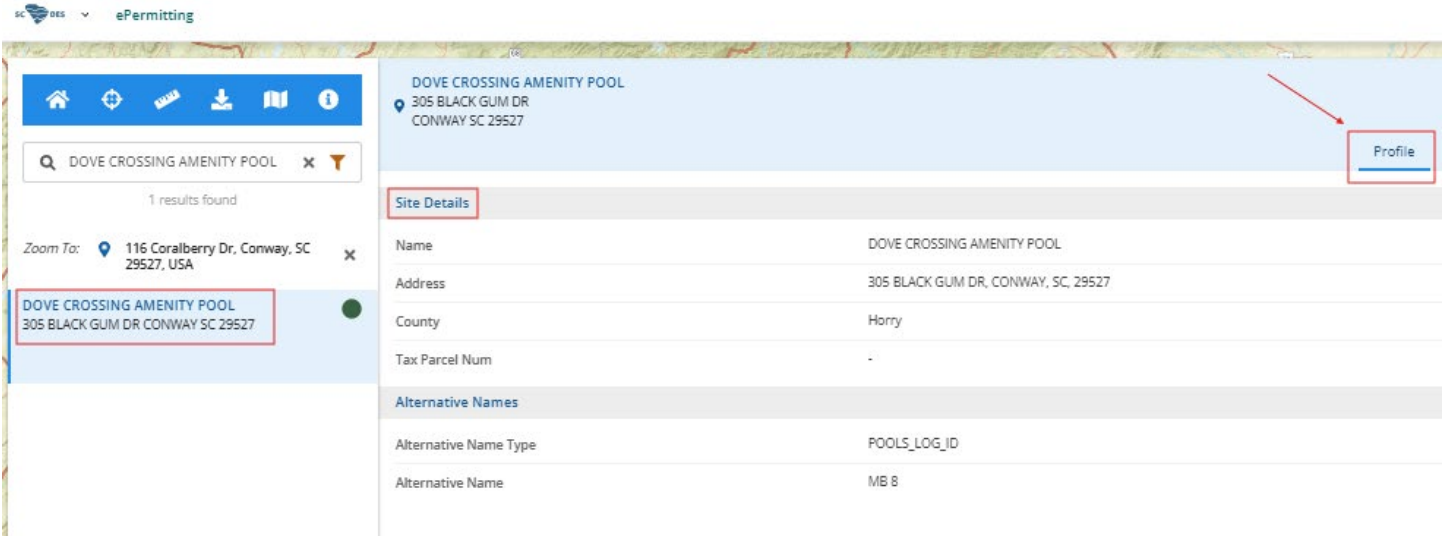


- Use the funnel Filter for **'Permit Category'**, type "pool", select **'WTR-Recreational Water Construction (Pools) & WTR-Recreational Water Operation (Pools)'** and Enter keyword (e.g., site name, permit number, and specific address). Press enter on keyboard to search. Verify and click correct site name.

*↗ see snippets on the following pages*

The screenshot displays the ePermitting application interface. At the top left, the logo for SC DES and the text 'ePermitting' are visible. A navigation bar contains icons for home, refresh, search, download, map, and help. Below this is a search bar with the text 'DOVE CROSSING AMENITY POOL' and a dropdown arrow icon. A red box highlights the search bar and the dropdown arrow. Below the search bar, it indicates '1 results found'. A location pin shows 'Zoom To: 116 Coralberry Dr, Conway, SC 29527, USA'. The search results list 'DOVE CROSSING AMENITY POOL' at '305 BLACK GUM DR CONWAY SC 29527'. On the right side, an 'Advanced Search' panel is open, showing various filters: ADDRESS, CITY, COUNTY, Environmental Project Category, Environmental Project Type, NAICS CODES, Permit Category (set to 2), a search box containing 'pool', two checked checkboxes for 'WTR-Recreational Water Construction (Pools)' and 'WTR-Recreational Water Operation (Pools)', START / END PERMIT ISSUE DATE, and PERMIT NUMBER (26-2233B). Red arrows point to the search bar, the 'pool' search box, and the two checked checkboxes.

- Select the generated site name. Confirm this is your correct site. From this screen, **'Profile'** & **'Environmental Interests'** may be selected for more information. Take note of the listed Permittee (permit holder).
  - Follow steps on [next page](#) to **claim site**:



Follow steps on [next page](#) to **claim site**

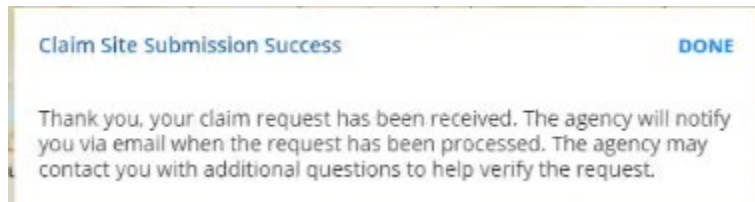
Claim Site

- Select '**Claim Site**'
- Follow steps below to claim site:
  - Input full name, phone number, and email address created for ePermitting account (see the top right corner of the screen): request reason (include affiliation to facility) (note, if pool is in construction, the licensed EOR/AOR (i.e. designer) should submit the COR), and account role (select **Editor**). Select 'Submit'.

The screenshot shows the 'Claim Site' form in the ePermitting system. The form is titled 'DOVE CROSSING AMENITY POOL' and includes the address '305 BLACK GUM DR CONWAY SC 29527'. The form has several tabs: Profile, Environmental Interests, Claim Site (selected), and Site Map. The 'Claim Site' form contains the following fields:

- Name:** A text input field with a red arrow pointing to it.
- Phone:** A text input field with a red arrow pointing to it.
- Email:** A text input field with a red arrow pointing to it.
- Request Reason:** A large text area for providing details about the request.
- Account Role:** A dropdown menu with 'Choose...' selected. Below the dropdown, the options 'Administrator', 'Editor' (highlighted with a red box and a red arrow), and 'Viewer' are visible.

- The following message will appear:



Once the requestee is associated with the site where the proposed permit change will occur is approved, refer to pages 3 - 4 for instructions to submit change order request form via ePermitting.