SC DEPARTMENT *of* ENVIRONMENTAL SERVICES

Bureau of Water
Industrial Stormwater Permitting

ePermitting Instructions

Dear Applicant:

The South Carolina Department of Environmental Services (SCDES), Stormwater Permitting section has transitioned to an online system called ePermitting. This system streamlines communication between SCDES, regulated entities, and the general public, and makes it easier to submit and access information. **Effective April 01st 2025, all Stormwater 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:

Your site must have an account administrator in ePermitting. An applicant with certifier status should be an administrator of the site. The administrator has the ability to add other users and submit all required documentation.   If you do not have an existing account, follow the steps below to create a new account:

1. Navigate to https://epermweb.dhec.sc.gov
2. Select the '**Create an Account'** button
3. Fill out the '**Account Info'**
4. You will receive an e-mail containing a link to activate your account
5. After your account has been activated using the e-mail link, log in using the e-mail and password you set up in step 3
6. 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, he/she can edit site information, invites other users to join the site, inactivate users, and submit forms, applications, and reports.

Setting Up Your Certifier Agreement & Becoming Certified:

The certifier agreement is a requirement by the EPA which allows the applicant to submit and sign documents electronically. This helps streamline the electronic permitting process. Please follow the steps below to ensure SCDES can accept and verify all signed documents submitted with the application.

1. Set up your account using the steps found under '**Creating a SCDES ePermitting Account'**
2. Select your account in the top right-hand corner under your account name
3. Select the '**Signing Authority**' tab to find the document or navigate to this link to find the certifier agreement via the SCDES website: https://des.sc.gov/sites/des/files/Documents/ePermitting/CertifierAgreement.pdf
4. Fill out the certifier agreement and mail to SCDES

Inviting Others as Users:

The administrator has the ability to invite other authorized users to have a role in managing reports and applications for your facility/site. The administrator can designate other users as editors, viewers, as well as other administrators.

To Invite others:

1. Select a specific site from the Site Menu for which you wish to invite another user
2. Select '**authorized Users**' menu item
3. Select the '**Invite User to Join**' button at the top of the screen
4. Enter in the name, email, and select the role you wish to grant to the user (editor, viewer, administrator)
5. Click the '**Invite User**' button
6. An email will be sent to the email address provided containing a special link that activates the invitation

NOTE: The primary permitee is the individual to submit the NPDES application and is legally responsible for the site. The primary permitee has signatory authority and should be administrator of the site. Viewers can view site information but cannot make any changes. Editors can fill out forms and reports but cannot invite additional users. Limited Editors can fill out forms and reports, but the user cannot edit drafts initiated by others.

<u>For New Permits:</u>

The applicant must be a Certified User in order to submit an application through ePermitting. Please follow the instructions above before beginning this section.

1. To add a new site, select '**Add a Site/Person/Organization to your account**'

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

2. To begin a new application, please select '**I want to start a new application**'

3. In the filter bar, please enter your desired permit

    ⇨ **D-2611**: *Industrial Notice of Intent (NOI)*

    ⇨ **D-2616**: *Industrial No Exposure Certification (NEC)*

4. Fill out all portions of the application to the best of your ability

5. Select submit once you are ready to have the Stormwater Permitting section review your application

NOTE: To modify or transfer an existing site, please select 'It has been registered with SCDES' for step two and proceed with the instructions below. For additional information regarding the available permits, please see the link below:

https://des.sc.gov/programs/bureau-water/stormwater/applications-and-forms-stormwater

<u>Existing Permits: To Renew, Modify or Terminate:</u>

1. From your Home screen, on the left menu, click the '**Start New Form**' button
2. On the new page, click '**I want to start a new application**' button
3. Select the '**I want to renew, modify, or terminate an existing permit, license, or registration**' and select one of the documents below:

    ⇨ *Stormwater NEC Industrial No Exposure Certification – Renewal* **(D-2616)**

    ⇨ *Stormwater – Industrial Notice of Intent Modification*

    ⇨ *Stormwater Notice of Termination (NOT) – Termination of Coverage for Industrial Activities* **(D-2609)**

4. Fill out all portions of the application to the best of your ability
5. Select submit once you are ready to have the Stormwater Permitting section to review your application

NOTE: To transfer existing coverage, please email industrialstormwater@des.sc.gov prior to submitting any applications.