



SC DEPARTMENT *of*  
**ENVIRONMENTAL  
SERVICES**

Bureau of Water  
Construction Stormwater Permitting

ePermitting Instructions

Dear Applicant:

The South Carolina Department of Environmental Services (SCDES), Construction Stormwater Permitting has transitioned to an online system called ePermitting **April of 2025**. This system streamlines communication between SCDES, regulated entities, and the general public, and makes it easier to submit and access information. **Effective April 07<sup>th</sup> 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 permittee is the individual to submit the NPDES application and is legally responsible for the site. The primary permittee 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.*



### For New Projects:

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
4. Fill out all portions of the application to the best of your ability
5. Select submit once you are ready to have the Construction 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>

- !** *If your site is in one of these coastal counties: Beaufort, Berkeley, Charleston, Colleton, Dorchester, Horry, Jasper or Georgetown, you must obtain a Coastal Zone Consistency approval prior to Issuance of NPDES coverage*

### Existing Permits: To Modify or Terminate:

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. To modify or terminate an existing permit, select the '**I want to renew, modify, or terminate an existing permit, license, or registration**'
4. Fill out all portions of the application to the best of your ability
5. Select submit once you are ready to have the Construction Stormwater Permitting section to review your application

*NOTE: If the project manager has requested that you modify your permit, you must submit an application with the requested information. If you are not associated with the site you wish to either terminate or modify, please contact the Construction Stormwater Permitting section to become an authorized user.*

### For Projects in the Coast:

If your Project is located within the 8 Coastal Counties: Beaufort, Berkeley, Charleston, Colleton, Dorchester, Horry, Jasper or Georgetown, you must apply for a Coastal Zone Consistency certification. This ensures the activities comply with the South Carolina Coastal Zone Management Plan (CZMP). The Coastal Zone Consistency certification may be obtained by submitting a complete application package through the online ePermitting portal. Please contact the Bureau of Coastal Management section coordinator, Holli Martin, with any questions.

