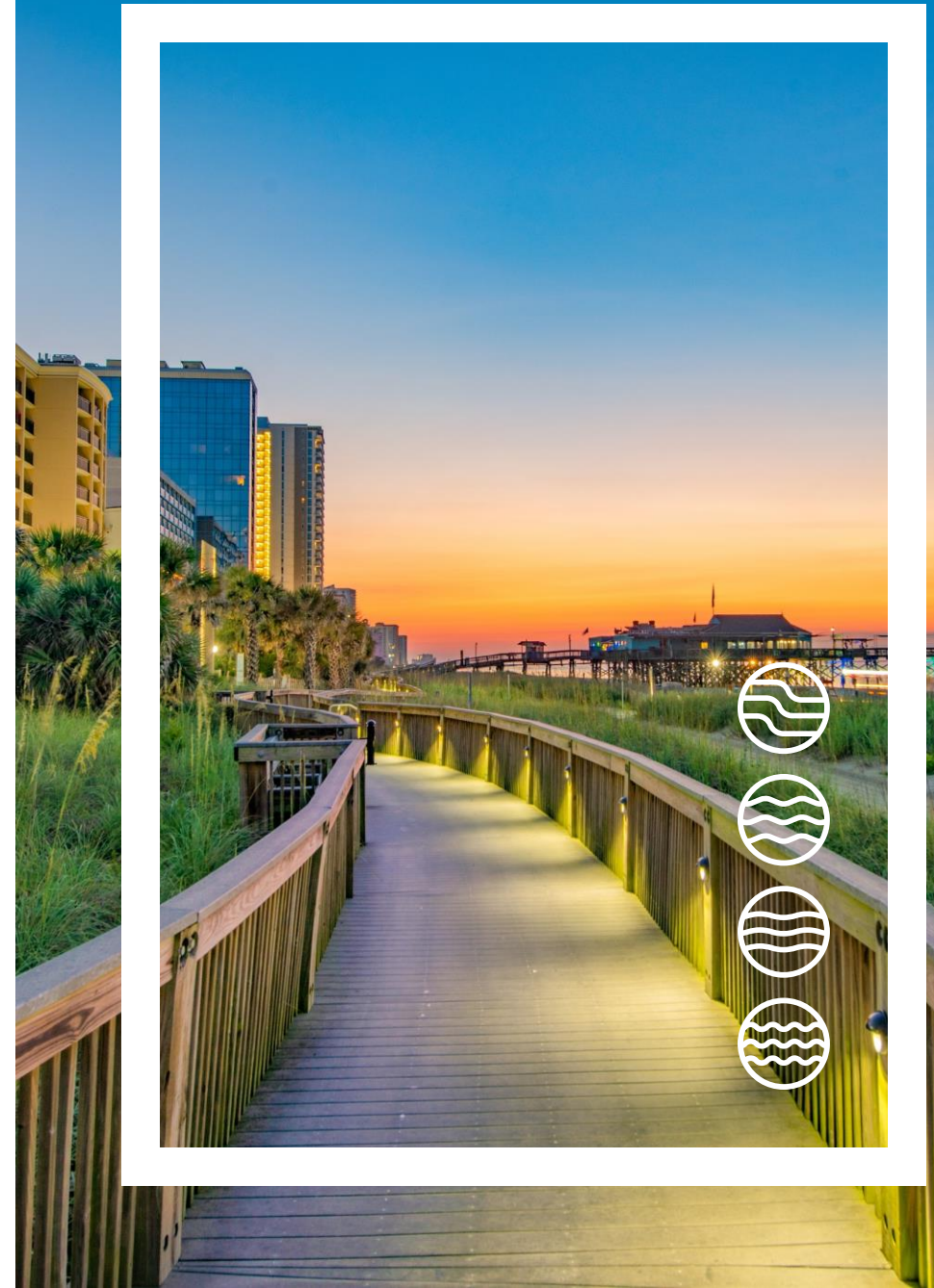




SC DEPARTMENT of
**ENVIRONMENTAL
SERVICES**

Step-by-Step Guide: Submitting a Report of Change Form

2024





SC DEPARTMENT *of*
**ENVIRONMENTAL
SERVICES**

Complete and Submit Your Tanning Report of Change through ePermitting

2024

Agenda

- Introduction
- Navigating to the Form
- Step-by-Step Form Completion
- Payment (*if adding new equipment*)



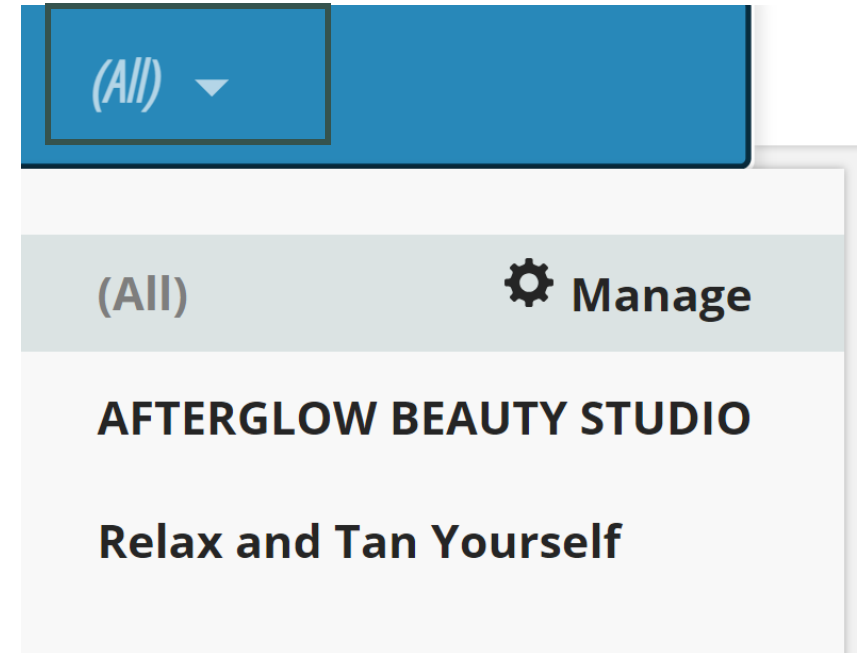
Introduction

- The tanning Report of Change form is to be completed by an already registered tanning equipment owner.
- If you are trying to apply for a registration, please search for the Tanning Registration Form.
- Follow the steps closely to ensure a smooth and accurate report of change.



Navigating to the Form

- Once you have [created your ePermitting account](#) and you are logged in, you will be navigated to the main login page.
- Once you're logged in, make sure your site is [linked to your account](#).
- Once your site is linked to your account, you will see that site on the dashboard. If you have more than one site, you can use the drop-down arrow to search for a specific site or choose to display all your sites.



Navigating to the Form

- Be sure you are on the correct site, and choose "Start a New Form"
- "I want to start a renew, modify or terminate an existing permit, license or registration."

AFTERGLOW BEAUTY STUDIO ▾

Home

Dashboard

Notifications

Site Details

Start a New Form

Submissions

Permits

Evaluations

Financials

Start New Form

The forms below are filtered for only those that apply to Sites. [Show All Forms](#)

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

I want to renew, modify or terminate an existing permit, license or registration >
Forms used to reissue, modify, transfer or terminate a permit

Navigating to the Form

- Search for the Tanning Report of Change and click **Begin**.

Permit Change Forms

AFTERGLOW BEAUTY STUDIO

Showing 1 of 1

Tanning Report of Change

Site Name: AFTERGLOW BEAUTY STUDIO

Permit Number: TAN-01-7318 v1.0

Form Description: Report of change for tanning sites.

Program Area: LWM - Tanning

Begin

Step-by-Step Form Completion



Step-by-Step Form Completion

- The form will open.
- Read the Instructions and frequently asked questions.
- Choose Begin Form Entry

Tanning Report of Change

VERSION 1.0

INSTRUCTIONS

This form is to be completed by a Registered Tanning Equipment Owner.

New facility registrations (including registration of a newly acquired or formerly registered tanning facility) are to be made on Form SCDES 0826.



Begin Form Entry

FREQUENTLY ASKED QUESTIONS

- ? *What changes need to be reported to the Department?*
- ? *Is there a charge for adding equipment?*
- ? *Do I need to register a red-light therapy bed?*

CONTACT INFORMATION

Main Address

SCDES, Bureau of Radiological Health,
Attn:

Step-by-Step Form Completion

- You will see all Sections that need to be completed in the left side menu bar.
- Begin Filling out the form
- To Complete the form anything with a red asterisk *must* be completed

Tanning Report of Change ⓘ
Submission HQ7-7QNX-2TCOM Revision 1 Form Version 1.0

Calculated Fee
Computed at Payment ⚙️

Last saved a few seconds ago

SAVE PROGRESS

Type of Modification(s)

Purpose for Notification:
*

CLEAR SECTION

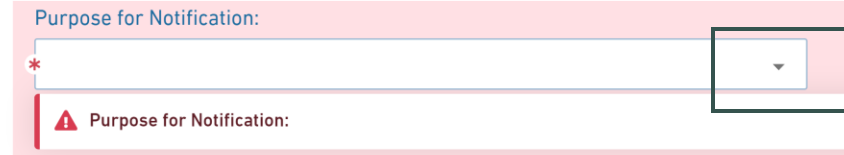
NEXT SECTION
Review

Step-by-Step Form Completion

- Type of Modification(s) Section

- Purpose of Notification – Choose the drop-down box and select the reason you are reporting a change.
- The form is conditional, and depending on the purpose for notification, certain sections on the left menu will be displayed.
- You may choose more than one purpose for notification.

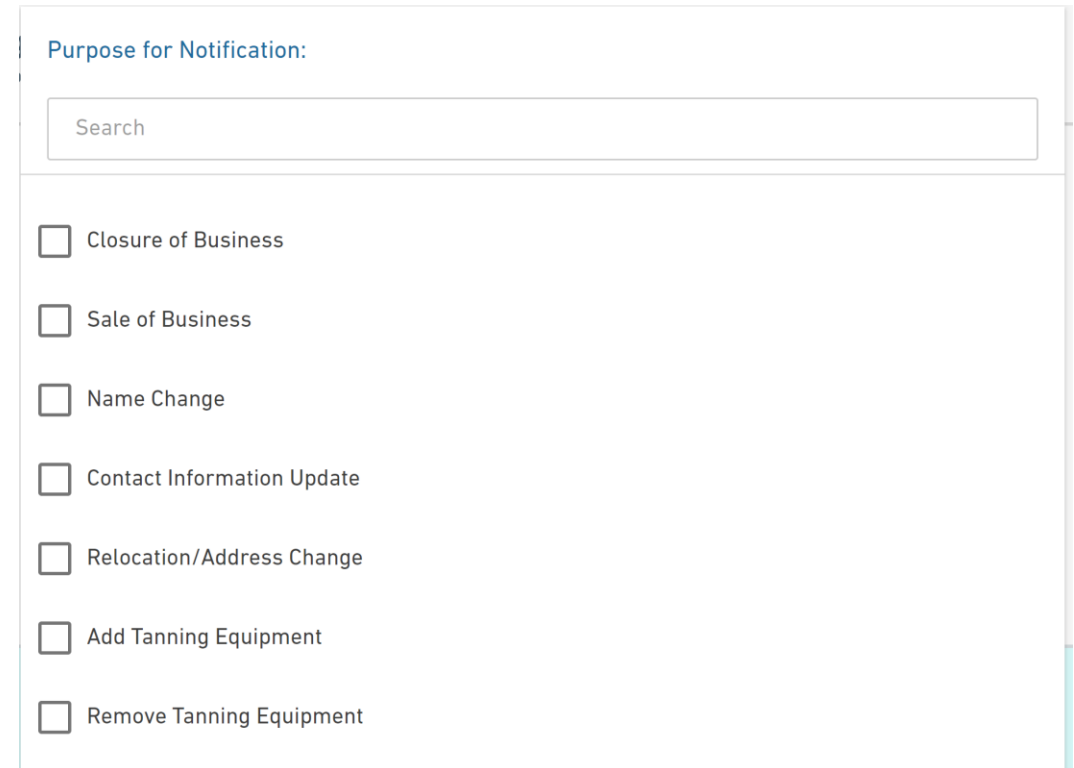
Type of Modification(s)



Purpose for Notification:

* [Dropdown menu]

▲ Purpose for Notification:



Purpose for Notification:

Search

- Closure of Business
- Sale of Business
- Name Change
- Contact Information Update
- Relocation/Address Change
- Add Tanning Equipment
- Remove Tanning Equipment

Step-by-Step Form Completion

- Once you have selected the appropriate reason for the notification, click the blue arrow at the bottom of the screen to proceed to the next section.
- The content displayed in the following section will depend on the reason selected.
- In the next few slides, we will review the different types of notification purposes.

The screenshot displays a web form titled "Type of Modification(s)". On the left, a vertical progress indicator shows five steps: "Type of Modification(s)" (selected), "Permit & Facility Information", "Facility Contact Information", "Facility Tanning Equipment", and "Review". Below these is a "Certify & Submit" button. The main content area shows the "Type of Modification(s)" section with a "Purpose for Notification:" label and an information icon. A dropdown menu is open, showing "Contact Information Update" and "Sale of Business". Below the dropdown is a notification box with an information icon and the text: "Please inform new owner(s) to submit form SCDES 0826-Registration." At the bottom of the form, a light blue bar contains a "NEXT SECTION" button with a downward arrow icon and the text "Permit & Facility Information".

Purpose of Notification Types



Purpose of Notification Types

- Depending upon your selection in the previous slide, conditional questions will be displayed. In the next slides, we will go over each type of notification. Please skip ahead if they do not apply to you.

Closure of Business

- Facility Tanning Equipment
 - A table will display that consists of all equipment that is currently in use or has previously been in use at the facility. Dependent on the nature of the modification, you may update the statuses of each piece of equipment accordingly.
 - When removing and/or replacing equipment, selling, or closing the business, update the correlating status for the given equipment (Destroyed, In Storage, Etc.)
 - DO NOT DELETE ROWS FROM THE TABLE
- Once the above fields have been completed, click the blue arrow to move on to the Next Section.

Sale of Business

- Permit & Facility Information
 - Permittee
 - Registration/Permit Number
 - Facility Name
 - Facility Street Address
 - Facility County
 - Facility Physical Location
 - Mailing Address
 - Current Owner Information
 - Buyer Information
- Facility Tanning Equipment
 - A table will display that consists of all equipment that is currently in use or has previously been in use at the facility. Dependent on the nature of the modification, you may update the statuses of each piece of equipment accordingly.
 - When removing and/or replacing equipment, selling, or closing the business, update the correlating status for the given equipment (Destroyed, In Storage, Etc.)
 - DO NOT DELETE ROWS FROM THE TABLE.
- Once the above fields have been completed, click the blue arrow to move on to the Next Section.

Name Change

- Permit & Facility Information
 - Permittee
 - Registration/Permit Number
 - Facility Name
 - New Facility Name
 - Facility Street Address
 - Facility County
 - Facility Physical Location
 - Mailing Address
 - Current Owner Information
- Once the above fields have been completed, click the blue arrow to move on to the Next Section.

Contact Information Update

- Permit & Facility Information
 - Billing Contact
 - Facility Owner

- Once the above fields have been completed, click the blue arrow to move on to the Next Section.

Relocation/Address Change

- Permit & Facility Information
 - Permittee
 - Registration/Permit Number
 - Facility Name
 - Facility Street Address
 - Facility County
 - Facility Physical Location
 - Mailing Address
 - Current Owner Information
- Once the above fields have been completed, click the blue arrow to move on to the Next Section.

Add Tanning Equipment

- Facility Tanning Equipment
 - A table will display that consists of all equipment that is currently in use or has previously been in use at the facility. Dependent on the nature of the modification, you may update the statuses of each piece of equipment accordingly.
 - When removing and/or replacing equipment, selling, or closing the business, update the correlating status for the given equipment (Destroyed, In Storage, Etc.)
 - DO NOT DELETE ROWS FROM THE TABLE.
 - All new equipment will have a prorated equipment fee added.
 - You must choose “New” in the existing table for new equipment being added.
- Once the above fields have been completed, click the blue arrow to move on to the Next Section

Add Tanning Equipment

- Facility Tanning Equipment Section
 - Each piece of equipment needs to have the type, model number, serial number, manufacturer, and date installed filled out.
 - The type has a drop-down where you can choose Booth or Bed.
 - Keep choosing ADD ROW, to add as many as you need.
 - If you need to delete a row, choose the X

Tanning Equipment to be Registered to This Facility

EQUIPMENT STATUS	EQUIPMENT TYPE	MODEL NUMBER	SERIAL NUMBER	MANUFACTURER	DATE INSTALLED	
New	Booth <input type="checkbox"/> ▼	1234	1234	1234	09/13/2024	<input type="checkbox"/>
New	Bed <input type="checkbox"/> ▼	1234	1234	1234	09/13/2024	<input type="checkbox"/>

Add Tanning Equipment

- Facility Tanning Equipment Section
 - As you add rows, the fee will automatically calculate based on the pieces of equipment and registration date.
 - Once all equipment is in the table, click the blue arrow to move on to the Next Section.

Application Fee (\$) 50.00



Prorated Fee Per Piece of Equipment (\$) 39.18

Total Prorated Annual Equipment Fee (\$) 78.36



Per R.61-106, a prorated fee for annual registration, calculated from the equipment registration date to the end of the current fiscal year, will be applied for each piece of equipment that is being added for registration.

Total Fee (\$) 128.36



NEXT SECTION
Review

Remove Tanning Equipment

- Facility Tanning Equipment
 - A table will display that consists of all equipment that is currently in use or has previously been in use at the facility. Dependent on the nature of the modification, you may update the statuses of each piece of equipment accordingly.
 - When removing and/or replacing equipment, selling, or closing the business, update the correlating status for the given equipment (Destroyed, In Storage, Etc.)
 - You will need to provide the “Date Installed” and “Date of Equipment Status Action” for each applicable unit.
 - DO NOT DELETE ROWS FROM THE TABLE.
- Once the above fields have been completed, click the blue arrow to move on to the Next Section

Review, Certify, and Submit



Step-by-Step Form Completion

- Review Section

- In this Section, you can review entered information and make sure it is correct.
- If you are missing required information, the Section and question will turn red with an X letting you know exactly where information is missing.
- Once all information is filled in and complete, choose to move onto the next section to Certify and Submit. by clicking the blue arrow.
- If you leave the form and re-enter or make changes to the form, you will need to view the Review Section again, even if it has already been reviewed

Tanning Report of Change ⓘ
Submission HQ7-7QNX-2TCOM Revision 1 Form Version 1.0 Calculat
Compu

Type of Modification(s)
Facility Tanning Equipment
Review
Certify & Submit

Review

This step allows you to review your submission.

TYPE OF MODIFICATION
Purpose for Notification:
Remove Tanning Equipment

NEXT SECTION
Certify & Submit

Step-by-Step Form Completion

- Certify & Submit
 - This step allows you to submit the form to SCDES.
 - If completed, and ready to submit and pay (if adding new equipment only) choose the Blue Finalize Submission Submit Form button at the bottom.



FINALIZE SUBMISSION
Submit Form

Payment

- After submitting the form, you will be brought to a screen to make payment (if adding new equipment). You can choose to Pay Online or Pay by Mail.
- Choosing to Pay Online will bring you to SC.GOV where you can pay by Credit/Debit Card or Electronic Check.
- Choosing to Pay By Mail will give you instructions with a payment voucher that will need to be printed and mailed to SCDES.

Submission Received

[Print Confirmation](#)

Tanning Registration Form (D-0826)

Submission [HQ6-KXM2-Y9HXD](#) Revision 1 Form Version 2.0

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

Payment Required to Complete Submission

Make checks payable to SCDES

Submission Fees

\$50 Application Fee + Prorated Annual Fees (Based on total pieces of equipment) \$128.36

Total Due \$128.36

[Pay Online](#)

[Pay by Mail](#)



SC DEPARTMENT *of*
**ENVIRONMENTAL
SERVICES**

Get in touch

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