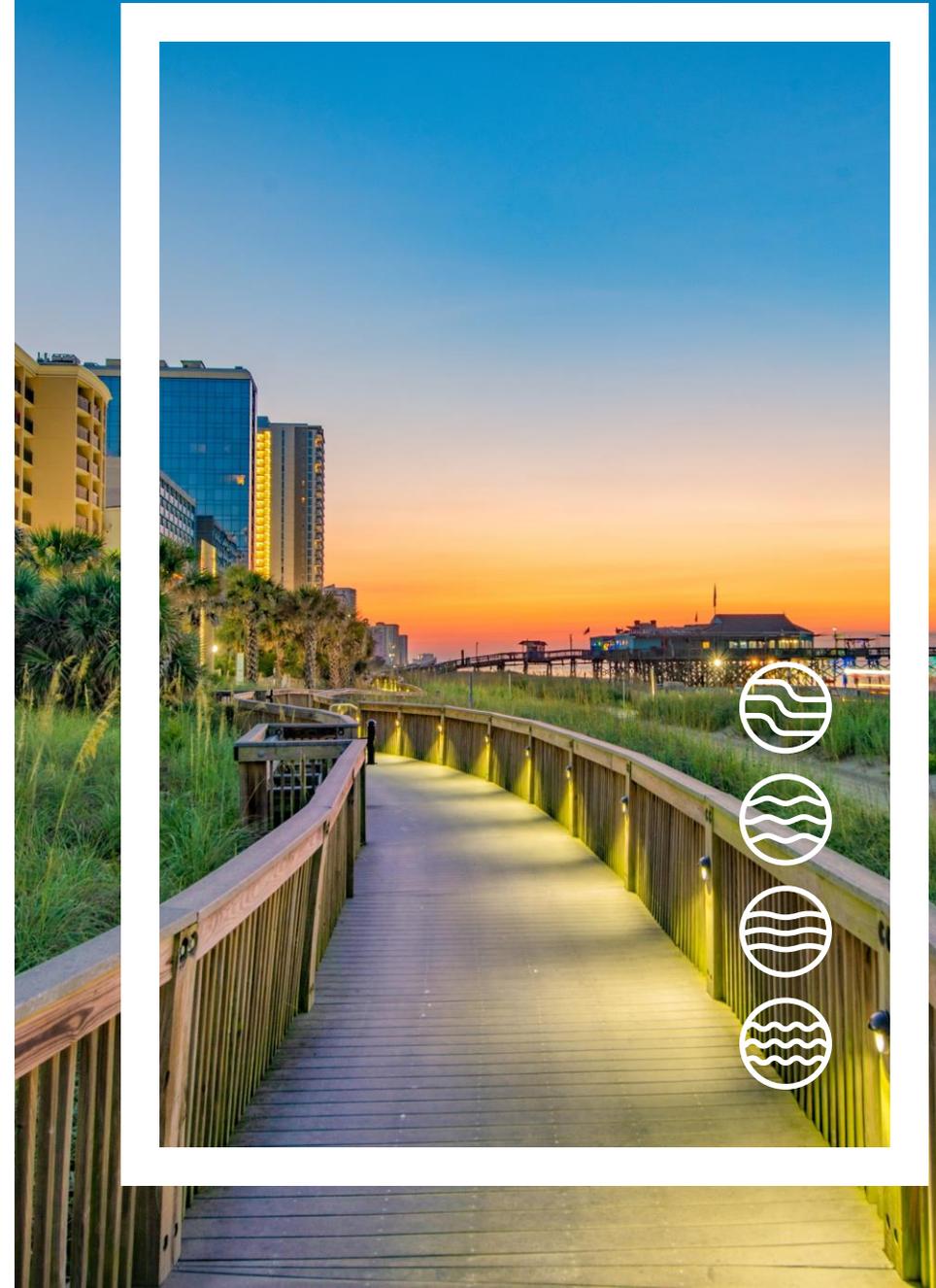




SC DEPARTMENT *of*
**ENVIRONMENTAL
SERVICES**

UIC Submitting a Permit Application

March 2025





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Step-by-Step Guide to Submitting a UIC Permit Application

March 2025

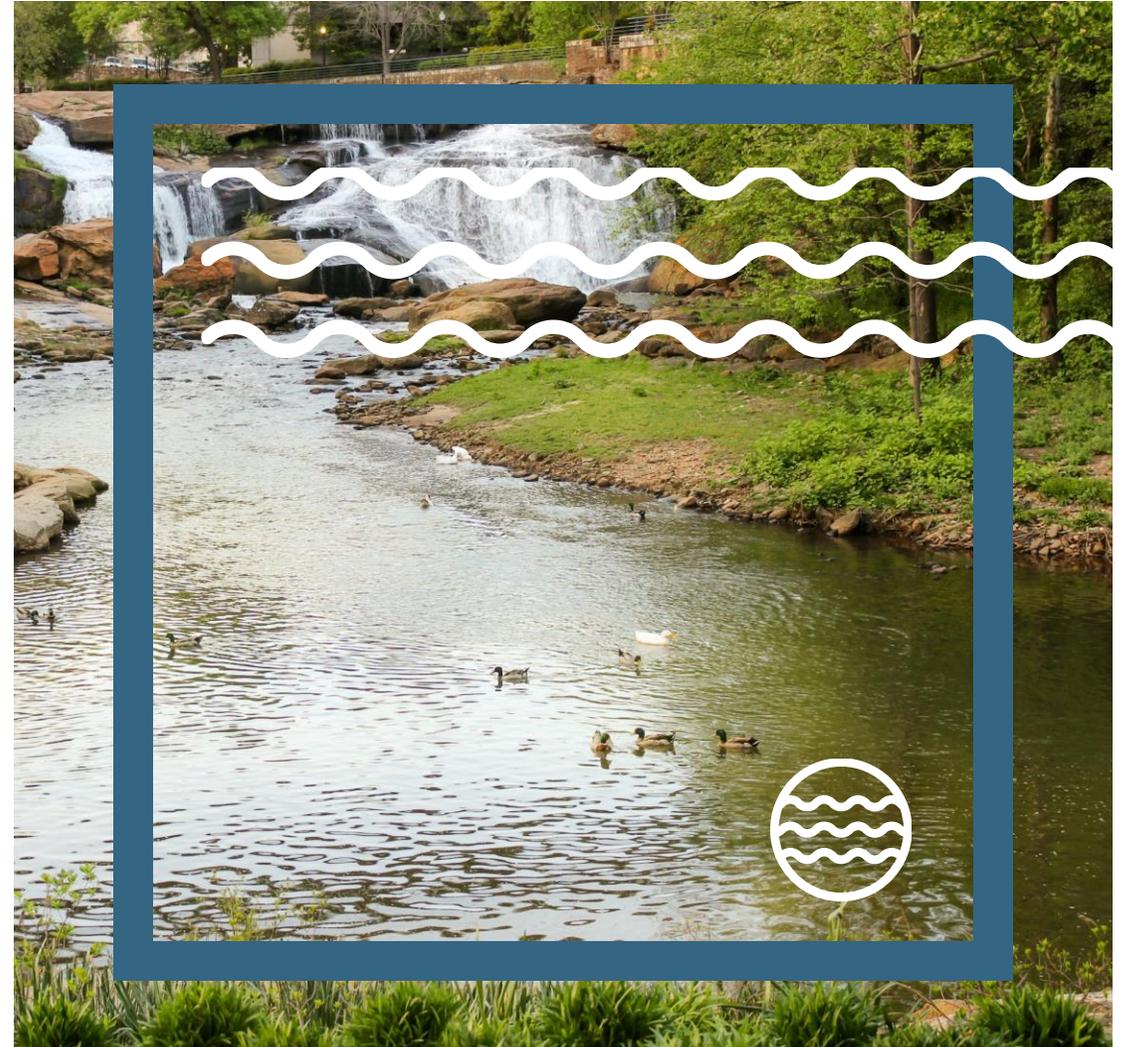
Agenda

- Introduction
 - Log In to Your Account
 - Navigating to the form
 - Select Site
 - Filling out the Form
 - Submission Requirements
 - Wet Ink Signatures
 - Finalize Submission
-



Introduction

- The purpose of this training is to guide users through the process of submitting a New Permit Application in ePermitting.
- This training will help you navigate ePermitting to locate and begin the form.



Log In to Your Account

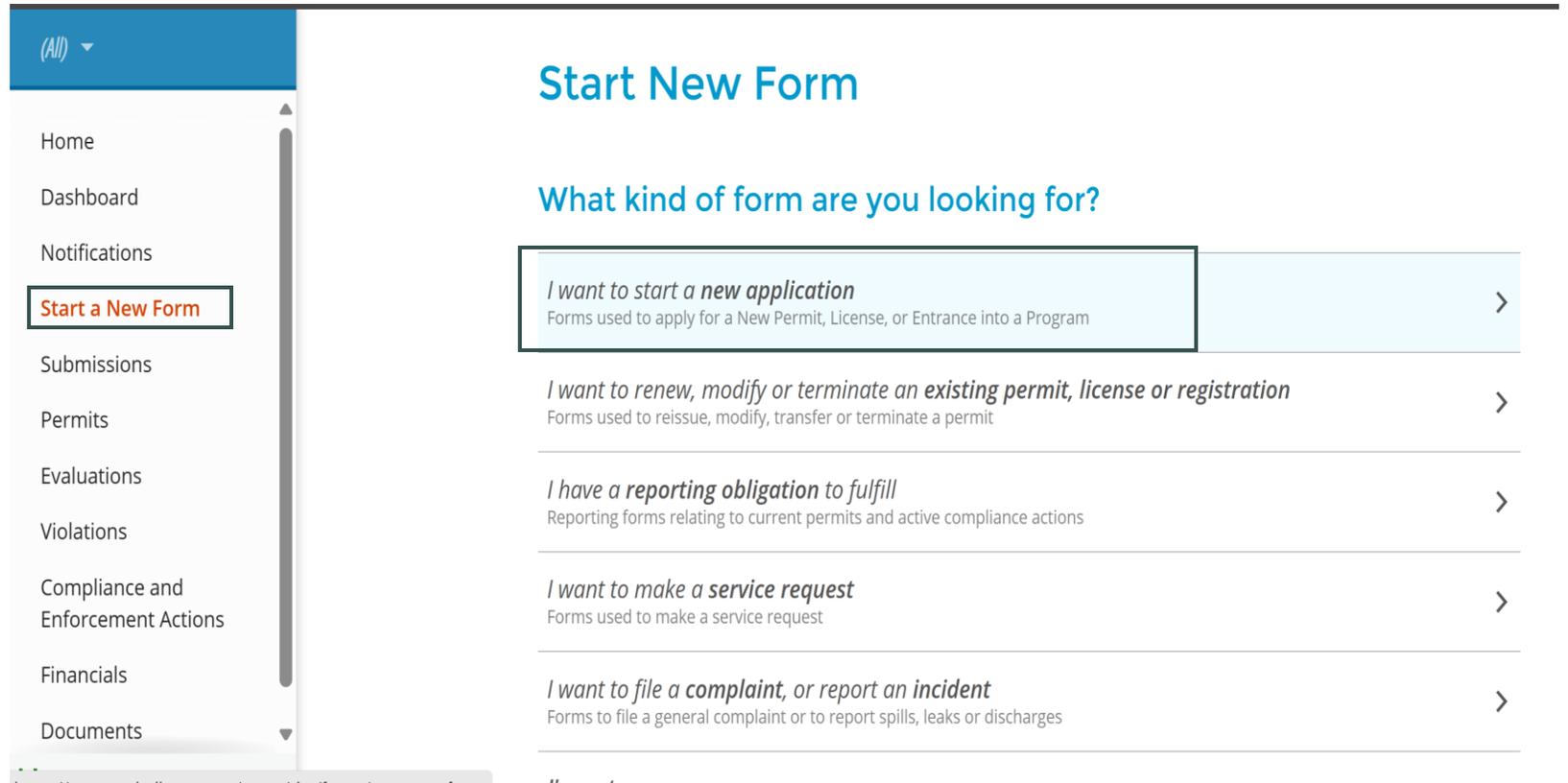
- To submit an application through ePermitting, you must have an active account.
- If you already have an account, please log in and proceed to the next step in this training.
- If you do not have an account, please refer to this training for guidance on creating a new one.
 - [Creating an Account](#)

Navigating to the Form



Navigating to the Form

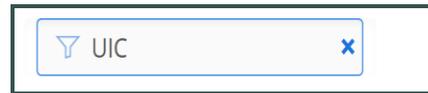
- Once you are logged into your account, on the left menu choose Start a New Form.
- Then choose I want to start a new application.



Navigating to the Form

- Search for UIC in the search bar and then Underground Injection Control Permit Application (D-2502) – New will appear.
- Click Begin to start the form.

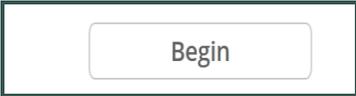
Apply for a New Permit, License, or Entrance into a Program



A search bar with a magnifying glass icon on the left, the text 'UIC' in the center, and a small 'x' icon on the right to clear the search.

Showing 1 of 154

Underground Injection Control Permit Application (D-2502) - New
Form Description: Enter the short description for the form here...
Program Area: Water - UIC



A rectangular button with rounded corners and a thin border, containing the text 'Begin'.

Select Site

- When selecting a site, ensure that you choose the correct option by using the drop down based on your situation:
- For a new site: 'Select Create a New Site.' You will need to enter a site name before proceeding. Once entered, click 'Continue.'
- For an existing site: If you are applying for a permit for a site that already exists and is linked to your account, be sure to select that existing site before moving forward.

Select Site ✕

Select a context for your submission from the following options. Or, select **Create New Site** to begin a submission for an entirely new site.

Select Site

- Create New Site - 

New Site Name

UIC Testing Site

Continue Cancel

Filling out the Form

- You will now be sent to the form to fill out. Choose the begin form entry option.

Underground Injection Control Permit Application (D-2502) - New

VERSION 1.1

INSTRUCTIONS

Underground Injection Control

Permit Application

Ground-Water Protection Division

(Collected under the Authority of Title 48 Chapter I of the 1976 South Carolina Code of Laws)



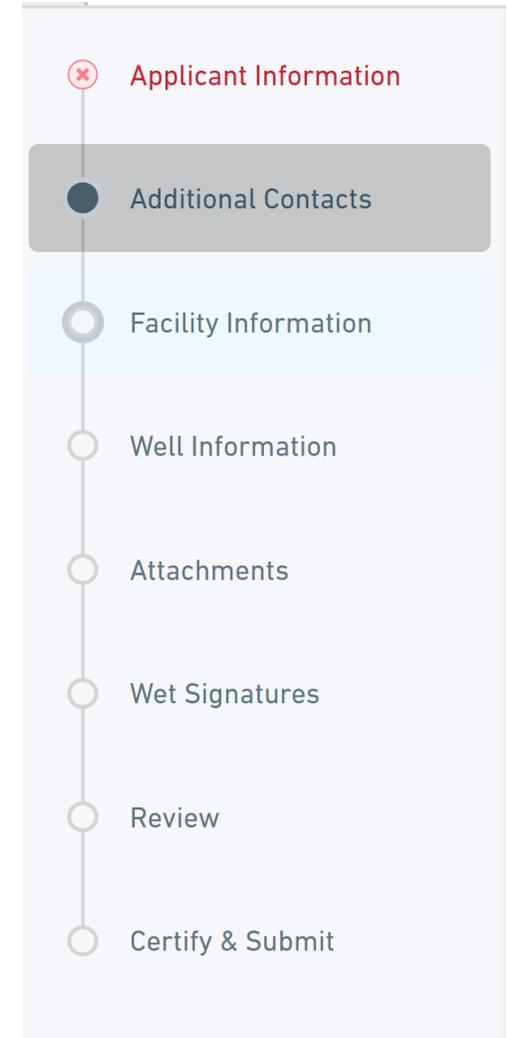
Begin Form Entry



Print Blank Form

Filling out the Form

- You can navigate through the form in two ways:
- 1. Click on the sections listed on the left-hand side to move between the sections.
- 2. After completing a section and uploading any necessary documents, scroll to the bottom and click 'Next Section' to proceed.



Submission Requirements

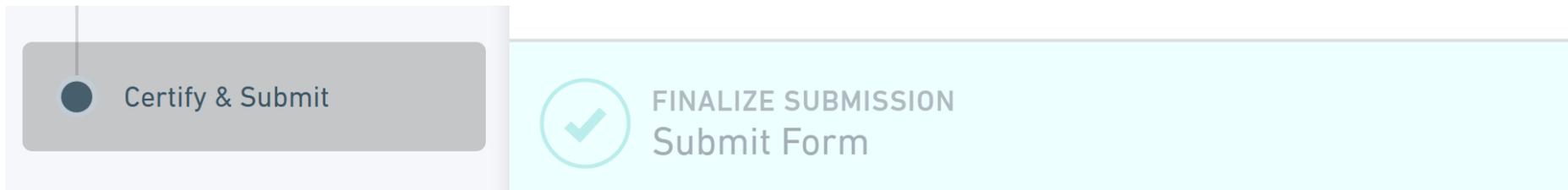
- Your submission requires an Excel file containing details on the proposed wells and specific information about them. It is essential to include a properly completed Excel sheet as part of the submission process.
- If a blank or incomplete Excel sheet is uploaded, the submission will be returned for corrections before it can be processed. Please ensure all required information is accurately provided to avoid delays.

Wet Ink Signatures

- This form requires a wet-ink signature due to EPA regulations.
- If you have not submitted your wet-ink signature to the Department, you must complete this form in its entirety.
 - [CROMERR-Certifier-Agreement.pdf](#)
- Once the Certifier Agreement Admin receives, reviews, and approves your completed form, you will be designated as an approved signer in ePermitting. Following this, the program must also grant approval at the site level before you can submit your form.
- Only after approval will you be able to submit this document.

Finalize Submission

- This final step allows you to certify the form as complete and accurate for submission to the department for review and processing.
- You can only finalize the submission if:
 - Your wet ink signature is on file.
 - The form is fully completed in its entirety.
- If both requirements are met, click the FINALIZE SUBMISSION – Submit Form button to complete the process.





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Get in touch

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