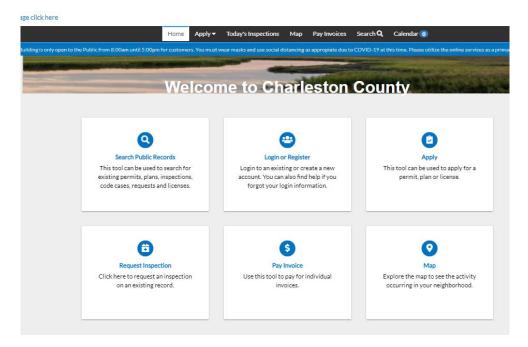
How to Apply for Permit Guide

Charleston County's Citizen Access Portal is a web portal where you can apply and search for permits, request inspections, search plans, code cases, and licenses, as well as pay fees online (more online options will be added as they become available). You can access the CSS web portal from at https://eqovweb.charlestoncounty.org/EnerGov_Prod/SelfService

Though any person may access public information in CSS, bona fide account holders, such as contractors, developers, and owners, will have expanded access in order to conduct business necessary to their trade or profession. By establishing an account and creating a login to the CSS, customers have access to tools which allow them to conduct financial transactions, apply for permits, access records and submit service requests of various types related to their project, all from a desktop computer or mobile device such as a tablet or Smartphone.

If you aren't already a registered CSS User, please see the "How to Guide Tab"

 Login to the CSS as a registered user and go to Apply tab or click the Apply icon on home screen. Select Permits and the All option at the bottom of the column.



2. In the Application Assistant screen select Permits tab.

Search for application names and keyw	ords			
# All	Trending	2. My History		PLANS
Show Categories				Show My Templ
Blasting Notification				Apply
Category Name:	Descrip			
Blasting Notification (State of MO			ning blasting in the City Limits of	
Required)			Jating your blasting activity that ined by the Kansas City Fire Dep	ie City Kansas
Fast-Track - Metal Studs On	ly			Apply
	Descrip	tion		
Category Name:	Descrip			

3. In the search bar type in the permit you are searching for, if unsure scroll down through all permit types or select **Show Categories** to see a full listing of permit by category.

Application Assist	tant				
residential fur					٩
Residential Furnace					
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Show Categories					Show My Templates

4. When you have located the desired permit type, select **Apply.**

Residential Furnace					
🛪 All	kt Trending	Lo My History			PLANS
how Categories					Show My Templa
Residential Furnace					Apply
Category Name:	Descri				
Building - Mechanical		this option when installing or	renlacing a residential furnace	or furnance plus air condition	ver (i.e. single

5. Add Location screen will appear. Click the Add Location + icon.

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Locations					Parana and Submit
LOCATIONS					
	into the search field, local uniber (PIN), from dity pare	ted connect address, add loc. all viewer, into the search for	ition from search to applica id, locate parcel, add locati	tion. In from search to applicatio	a.
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Add					
+					
REQUIRED					
Cosara Templata					Save Duch Hert

- 1. The **Add Location** screen will appear.
- 2. Enter the full address and click **on** the magnifying glass.

Tip: When entering the address, do not use periods. Write E instead of East, and St instead of Street. Please include "th", "nd" and "rd" to the end of numbered streets. Example: 123 NE Maple Ave or 508 W 23rd Rd.

Add Address As Location	×		
SEARCH ENTER MANUA	ЩУ		
▼ Address & Parcel Search	Q.	ſ.	
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6. A list of addresses containing the search criteria will appear below the search field.

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Address		(5
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414 E 12th St		1	7 -
414 E 12th St FL 3			J Com n
414 E 12th St FL 30		- Te.,	. "к

 Select the box to the left of correct address and select Apply in the upper left-hand corner OR select the "+ Add" option from the address information located on the map.



8. Under the Permit Details, type in the project details into the **Description** field.

PERMIT DETAILS		
Permit Type	Residential Furnace	~
Description		

9. In the Contacts section it will show you as the Applicant and that a Business (Licensed Contract) as **REQUIRED**. Select this field to **Add**.

CONTACTS Applicant Momeowner (You) City of Kansas City	Business (Licensed Contractor) Add Contact	Applicant 💽 Add Contact
414 E 12th Street, Kansas City, MO, , 64106	REQUIRED	+

10. In the search field enter "Homeowner" and select search. From the search results locate "CPD Homeowner and select add option. You have now met the requirement. Select the Next option

Search homeo	wner	Q			Si	ort Relevance 🗸
Favorite	First Name	Last Name	Address	Company	Email	Action
☆	CPD	Homeowner	414 E 12th St FL 5 Kansas City MO 64106	CPD-Homeowner		Add
~	Bob	Homeowner	414 E 12th St FL 11		homeowner@gee.com	Add

- **11. More Information** screen Review the Acceptance statement and then select I **Accept** form the drop down.
- Enter the Permit Valuation for all items will be required; enter "0" into all fields that are not applicable for the permit you are applying for. Enter total valuation into the Value Used in Fee Determination field at the bottom of page.
 - Apply for Permit Residential Furnace
 *REQUIRED

 Image: Contracts
 <
- **13.** On the Attachments step attach the required attachments. For example:

Note: if attachments are required and are not attached the application will not be reviewed.

14. Review the application data and select the **Submit** option when complete.

15. A message will be displayed at the top of screen showing that your submittal was successful.

Dathbard Home Submis	ion Forms • Apply •	Heipful Resources • Vie	w - Pacel Viewe	r Report FeeEstimator	Search Q, Help 🛛	Calendar 📵
✓ Your permit application	n was submitted success?	fully. No fees are due at this t	ime, we will review (rour application, and we will be in t	ouch with you shortly.	1
Permit Number: CPMR Permit Details Tab Element						
Туре:	Reidential Furnace	Status	Pending	Project Nav		7 .5
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Progress		Workflow	e.	Avaib	ble Actions	
Fees				1	O	

16. After permit is approved you will receive notification, via email, with instructions to follow for making payment. A pdf copy of the permit will be available under the attachments tab the day after the fee is paid.