

## How to Apply for Permit Guide

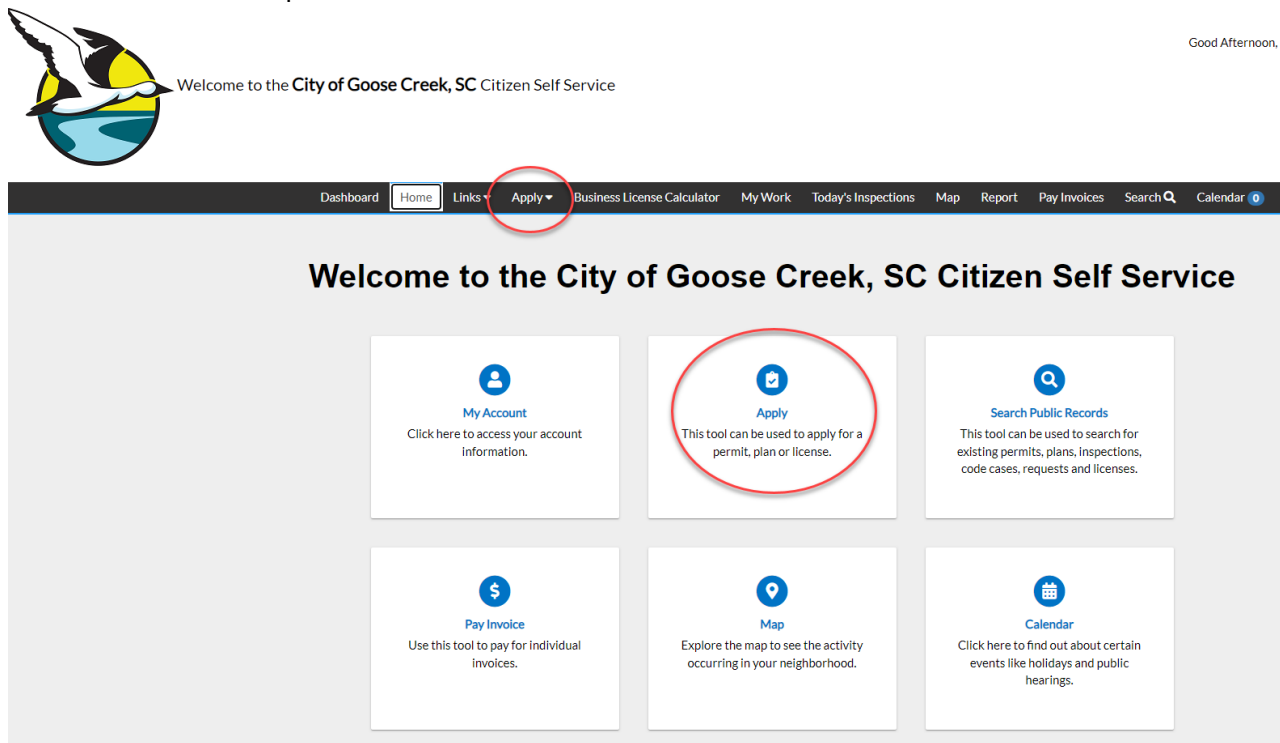
City of Goose Creek Citizen Access Portal is a web portal where you can apply and search for permits, request inspections, search plans, code cases, and licenses, as well as pay fees online (more online options will be added as they become available). You can access the CSS web portal from the following link:

[https://permitting.cityofgoosecreek.com/EnerGov\\_Prod/SelfService#/home](https://permitting.cityofgoosecreek.com/EnerGov_Prod/SelfService#/home)

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"**

1. 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.



Good Afternoon,

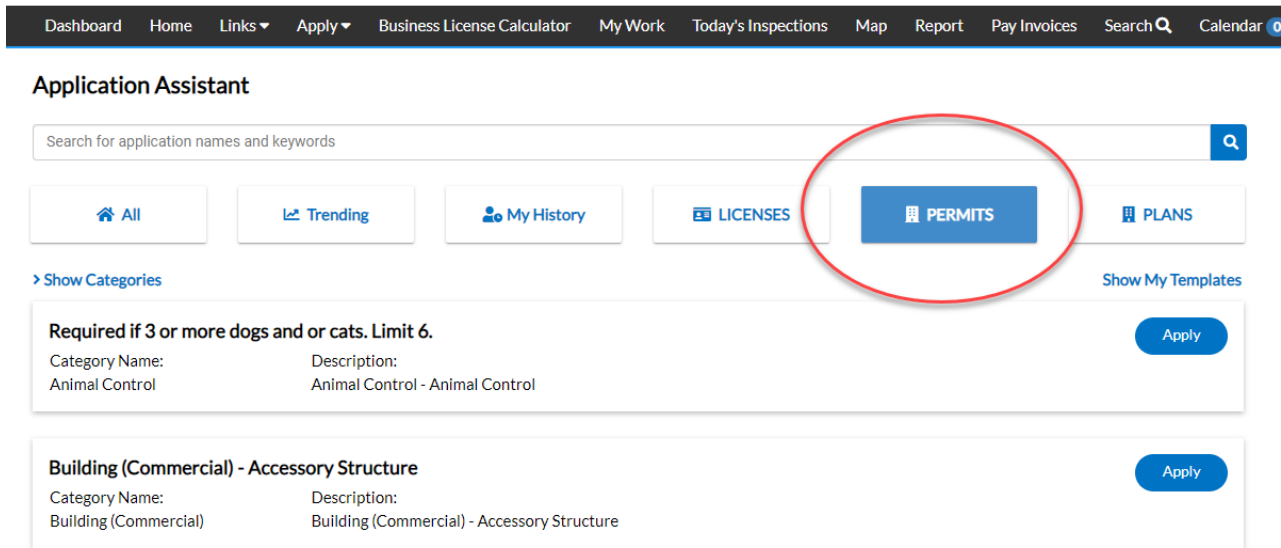
Welcome to the City of Goose Creek, SC Citizen Self Service

Dashboard Home Links **Apply** Business License Calculator My Work Today's Inspections Map Report Pay Invoices Search Calendar

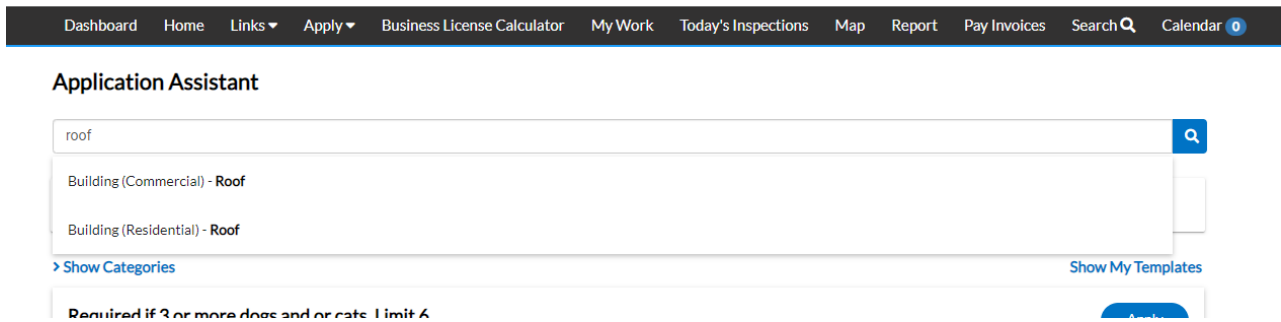
### Welcome to the City of Goose Creek, SC Citizen Self Service

- My Account**  
Click here to access your account information.
- Apply**  
This tool can be used to apply for a permit, plan or license.
- Search Public Records**  
This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.
- Pay Invoice**  
Use this tool to pay for individual invoices.
- Map**  
Explore the map to see the activity occurring in your neighborhood.
- Calendar**  
Click here to find out about certain events like holidays and public hearings.

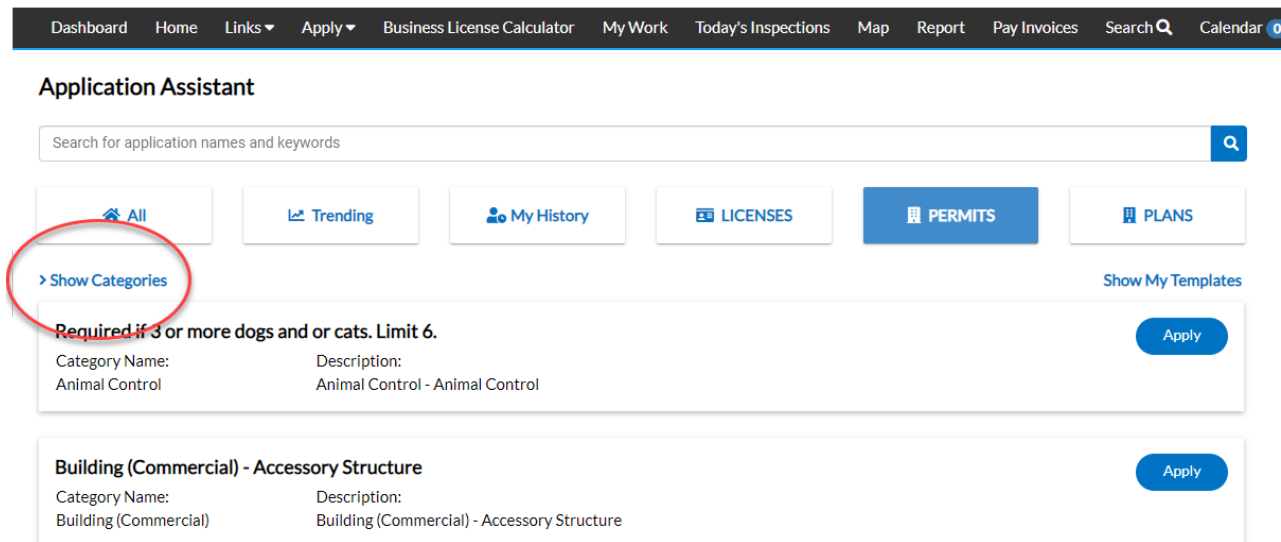
2. In the **Application Assistant** screen select **Permits** tab.



3. In the search bar type in the permit you are searching for:



4. If unsure scroll down through all permit types or select **Show Categories** to see a full listing of permit by category.



**PERMITS** 69

All 69

- Animal Control 1
- Building (Commercial) 9
- Building (Residential) 10
- Cell Tower 2
- Clearing and Grading 2
- Demolition 2
- Dumpster 3
- Electrical (Commercial) 6
- Electrical (Residential) 5
- Fire 3
- Gas 2
- Mechanical (Commercial) 3
- Mechanical (Residential) 4
- Plumbing (Commercial) 2

**Building (Commercial) - Accessory Structure** Apply

Category Name: Building (Commercial)      Description: Building (Commercial) - Accessory Structure

**Building (Commercial) - Addition** Apply

Category Name: Building (Commercial)      Description: Building (Commercial) - Addition

**Building (Commercial) - Alteration, Remodel, Repair** Apply

Category Name: Building (Commercial)      Description: Building (Commercial) - Alteration, Remodel, Repair

**Building (Commercial) - Concrete Work** Apply

Category Name: Building (Commercial)      Description: Building (Commercial) - Concrete Work

**Building (Commercial) - Fence** Apply

Category Name: Building (Commercial)      Description: Building (Commercial) - Fence

**Building (Commercial) - New Construction** Apply

Category Name: Building (Commercial)      Description: Building (Commercial) - New Construction

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

**Building (Commercial) - Accessory Structure** Apply

Category Name: Building (Commercial)      Description: Building (Commercial) - Accessory Structure

**Building (Commercial) - Addition** Apply

Category Name: Building (Commercial)      Description: Building (Commercial) - Addition

**Building (Commercial) - Alteration, Remodel, Repair** Apply

Category Name: Building (Commercial)      Description: Building (Commercial) - Alteration, Remodel, Repair

**NOTE:** For new construction in CARNES CROSSROADS, please make sure you select the Carnes projects

**Application Assistant**

Search:  Q

All
Trending
My History
LICENSES
PERMITS
PLANS

< Hide Categories

- All
- LICENSES 0
- PERMITS 2
- PLANS 0

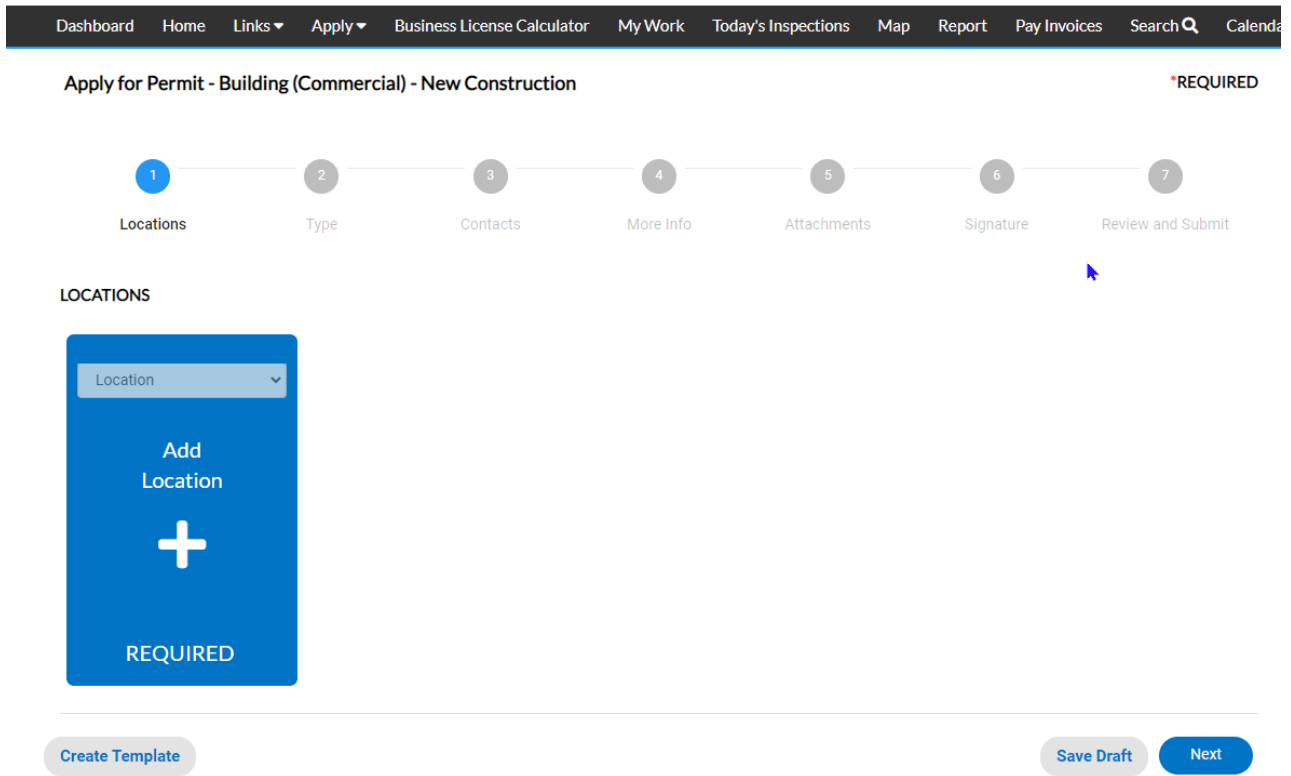
**Building (Commercial) - New Construction (CARNES)** Apply

Category Name: Building (Commercial)      Description: Building (Commercial) - New Construction (Carnes)

**Building (Residential) - Express (CARNES) - New Home** Apply

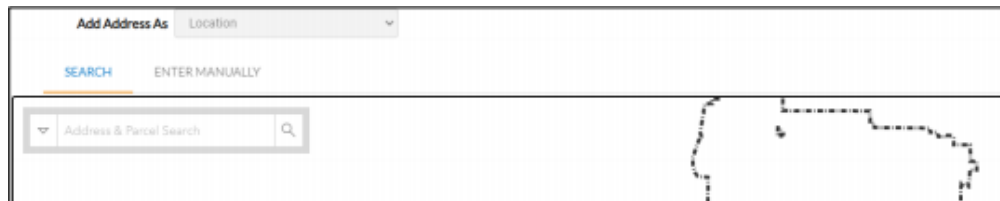
Category Name: Building (Residential)      Description: Building (Residential) - Express (Carnes)

6. **Add Location** screen will appear. Click the **Add Location** + icon.



1. The **Add Location** screen will appear. This is the location of the work being permitted.
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.

7. A list of addresses containing the search criteria will appear below the search field.



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



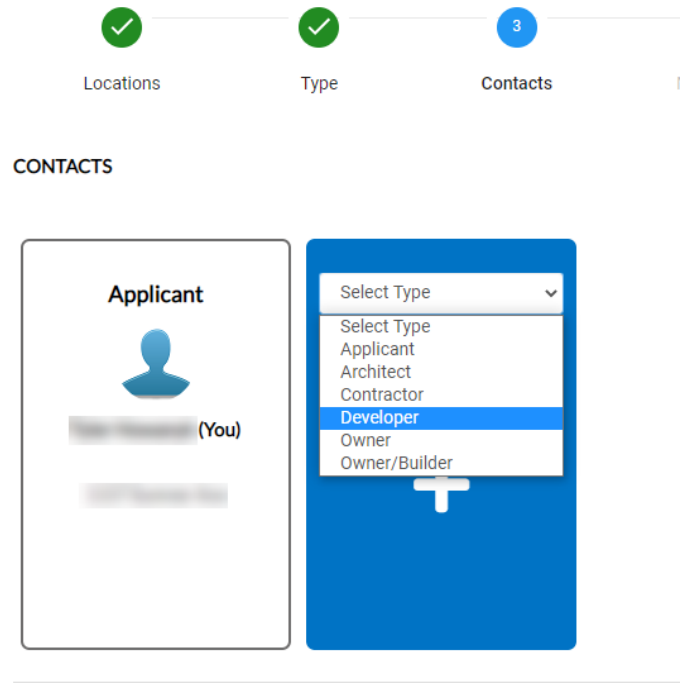
9. Under the **Type** tab, type in the project details into the **Description** field.

The image shows a form titled 'PERMIT DETAILS'. It has two main sections: 'Permit Type' and 'Description'. The 'Permit Type' section has a dropdown menu with 'Residential Furnace' selected. The 'Description' section has a large empty text area.

*Note: For new construction, the valuation should be the BVD. All other permits, it is the contract amount.*

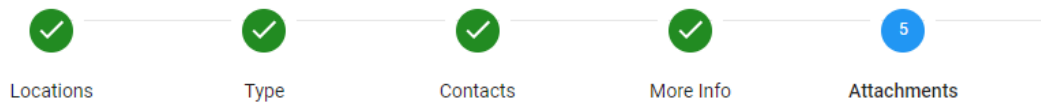
The image shows a form titled 'PERMIT DETAILS' with a progress indicator at the top. The progress indicator has three steps: 'Locations' (checked), 'Type' (selected), and 'Contacts'. The form has four main sections: 'Permit Type', 'Description', 'Square Feet', and 'Valuation'. The 'Permit Type' section has a dropdown menu with 'Building (Commercial) - Addition' selected. The 'Description' section has a large empty text area. The 'Square Feet' section has an empty text input field. The 'Valuation' section has an empty text input field, which is highlighted with a red box.

10. In the Contacts section it will show you as the Applicant. All commercial work requires a Contractor to be listed in addition to the applicant. Select this field to **Add**.



**11. More Info** tab – This screen will vary depending on the type of permit. Required information will be noted with an asterisk.

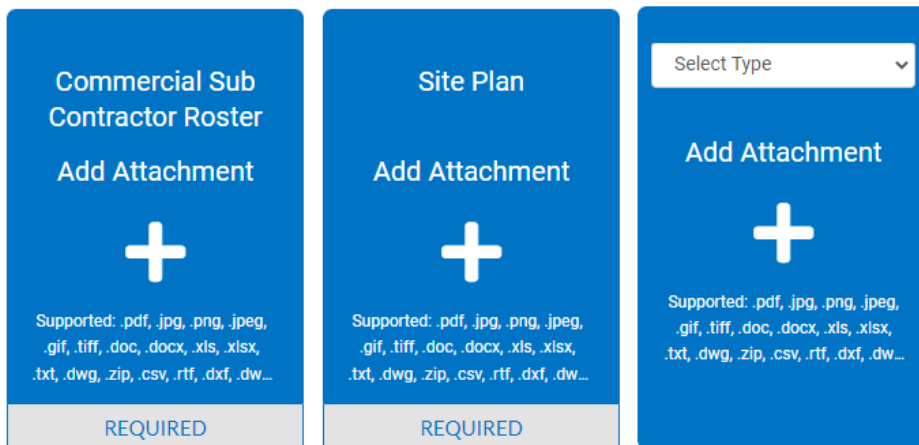
**12. Attachments** tab – This screen will vary depending on the type of permit, and depending on the type of permit some items are required to be uploaded to complete the application.



### Attachments

Helpful Permit Documents can be Located here.

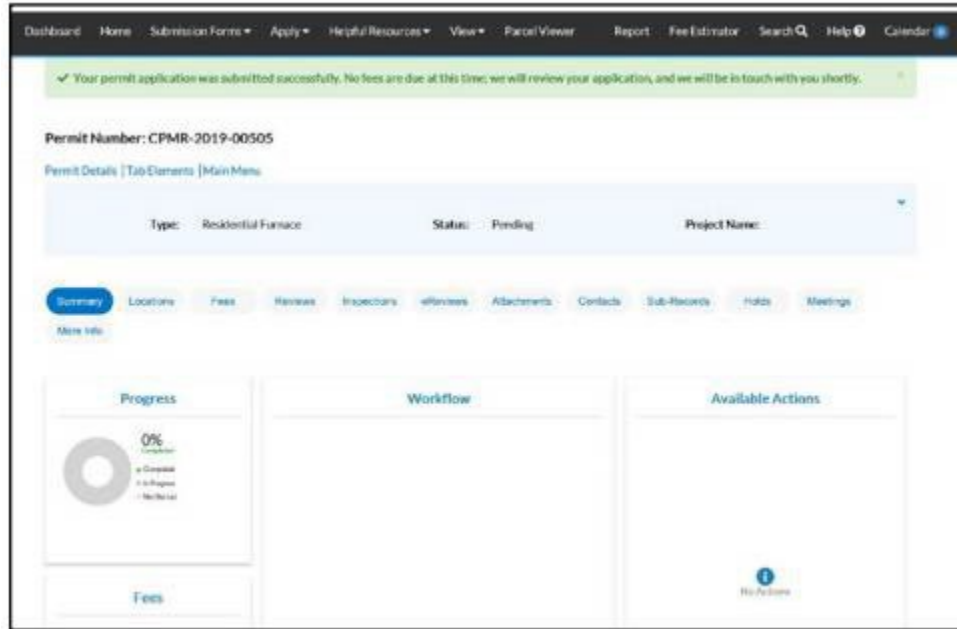
[Building Permit Documents](#)



**13. Signature** tab – Electronically attest to the accuracy of the information submitted.

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

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



**15.** 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.