



### [Apply for a Permit or Plan Using the Application Assistant](#)

Dashboard Home **Apply** Permit Apps and Documents User Guides View Map Pay Invoices Search Calendar

#### Application Assistant

Search for application names and keywords

All Trending My History PERMITS PLANS

Show Categories Show My Templates

**Alteration/Remodel - Residential** Apply  
Category Name: Building Residential Description: Alteration/Remodel of an existing residential structure

**Agricultural Exempt Building** Apply  
Category Name: Agricultural Exempt Description: Agricultural Exempt Building

**Modular Home** Apply  
Category Name: Building Residential Description: Modular Home

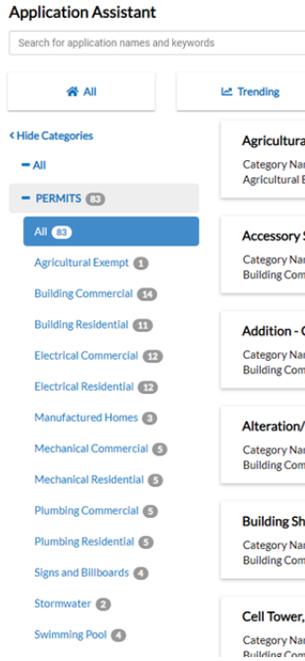
**Single Family/Duplex** Apply  
Category Name: Building Residential Description: New One or Two Family Dwellings

You will be presented with several options on the Application Assistant page: *All*, *Trending*, *My History* (when logged in), *Permits*, and *Plans*.

1. Click  to choose from all types of permits and plans.
2. Click  to choose from application types currently being applied for the most with our CSS portal.
3. Click  to choose from application types applied for by you in the past.
4. Click  to choose from application types for permits.
5. Click  to choose from application types for plans.
6. Type in key words in the field under the heading of Application Assistant to search for application types (e.g., Type

in "Manufactured Home" to select "Manufactured Home Setup" from the dropdown).

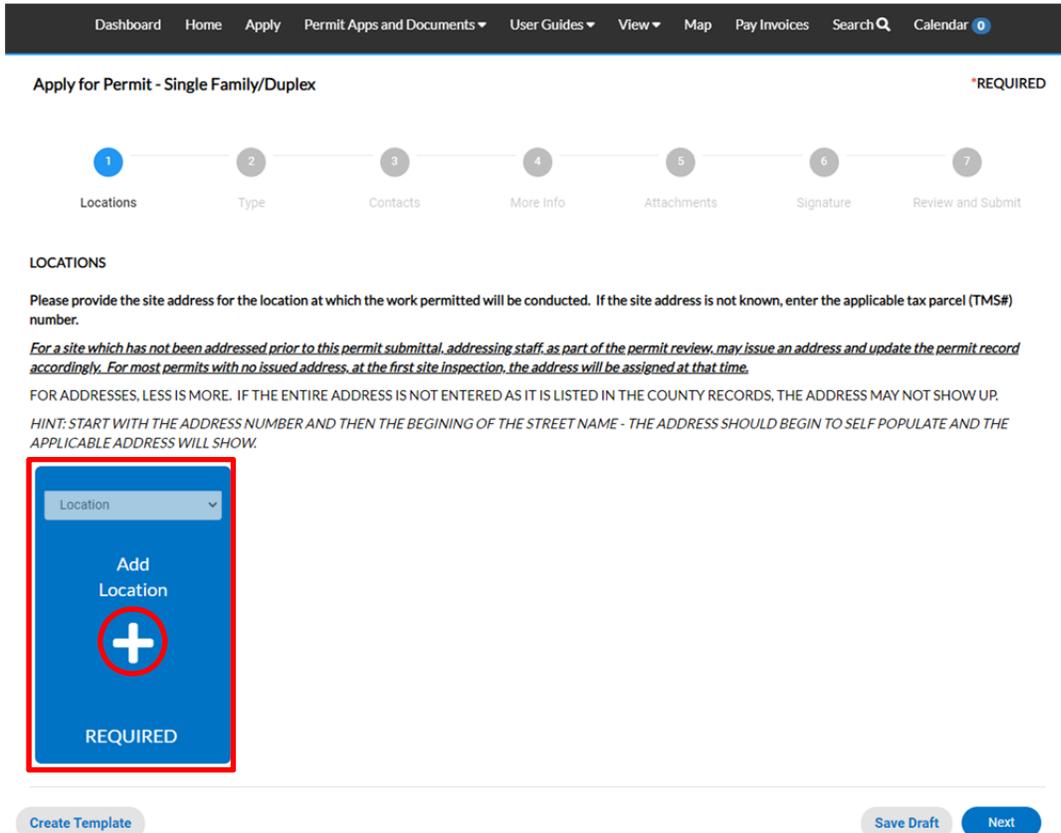
7. Click **Show Categories** and drill down by selecting the + symbol to expand the category listings.



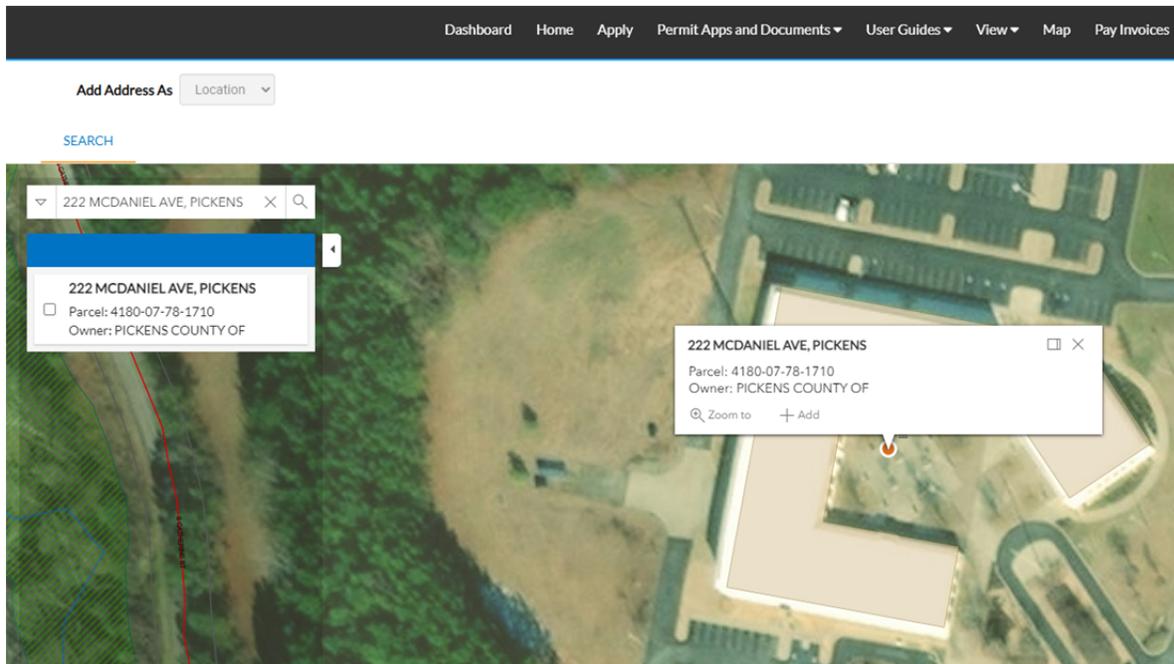
8. Click the **Apply** button to the right of the application type desired.

### Applying for a Permit or Plan in CSS

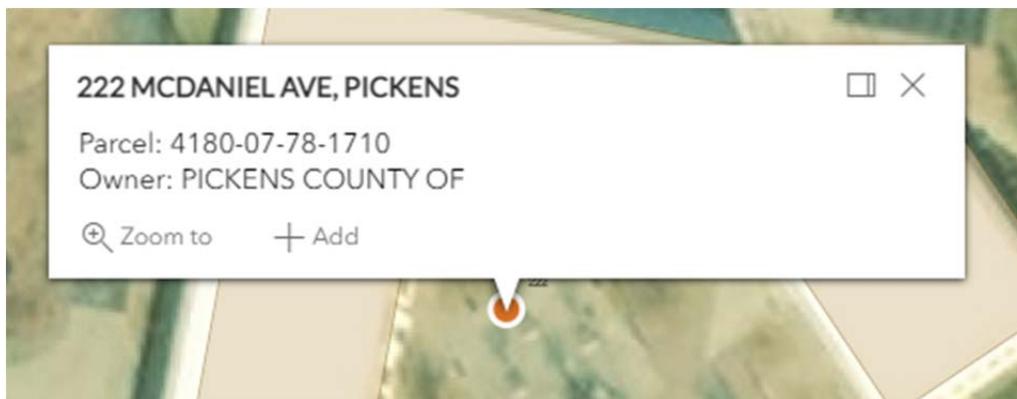
1. Once you click **Apply**, the Apply for Permit/Plan page opens and the steps to the application process are listed along the top.



2. **Locations:** Click the Add Location card to add the location for the application. By default and as required, the location of the applicable permit must be added.
3. Click the **+** in the center of the Add Address card. A map will display and a tile to enter the applicable address or parcel number (tax map number/TMS#) will show. Enter the address (remembering that less is more – see previous step screen) and click Search or the magnifying glass. As you begin typing the address, based on existing addresses, the address will begin to self-populate. Make sure you select the correct address from the list. If the site has been addressed, the record for the address displays. If the address is not located in the unincorporated areas of Pickens County or in a jurisdiction in which the County Building Codes Department does not provide permitting or planning services, a notification will pop-up and you will not be able to proceed.



4. If the correct address or parcel is shown, Select **+Add** to make this the location for the permit or plan record.



5. Once the address has been added, click [Next](#).

#### LOCATIONS

Please provide the site address for the location at which the work permitted will be conducted. If the site address is not known, enter the applicable tax parcel (TMS#) number.

*For a site which has not been addressed prior to this permit submittal, addressing staff, as part of the permit review, may issue an address and update the permit record accordingly. For most permits with no issued address, at the first site inspection, the address will be assigned at that time.*

FOR ADDRESSES, LESS IS MORE. IF THE ENTIRE ADDRESS IS NOT ENTERED AS IT IS LISTED IN THE COUNTY RECORDS, THE ADDRESS MAY NOT SHOW UP.

HINT: START WITH THE ADDRESS NUMBER AND THEN THE BEGINNING OF THE STREET NAME - THE ADDRESS SHOULD BEGIN TO SELF POPULATE AND THE APPLICABLE ADDRESS WILL SHOW.

**Type: Location**  
222 MCDANIEL AVE,  
PICKENS, SC 29671

**Main Address**

**Parcel Number**  
4180-07-78-1710

**Main Parcel**

[Remove](#)

#### The following information is relevant to your application:

- You are applying for a permit within the City of Pickens. Additional information is required from the City before your permit can be approved. Please call City Hall to obtain a zoning verification letter and a business license (when not owner/builder). City Hall can be reached @ 864-878-6421.
  - Parcel Number: 4180-07-78-1710

[Create Template](#)

[Save Draft](#)

[Next](#)

6. **Type:** The type chosen originally defaults in the Type field.

Dashboard Home Apply Permit Apps and Documents User Guides View Map Pay Invoices Search Calendar

### Apply for Permit - Single Family/Duplex \*REQUIRED

1  Locations    2  **Type**    3  Contacts    4  More Info    5  Attachments    6  Signature    7  Review and Submit

#### PERMIT DETAILS

Verify that the permit or plan type is correct and enter a brief project description. Subsequent steps will allow you to enter a more detailed Work or Project Description.

\* **Permit Type**

**Description**

**Square Feet**

**Valuation**

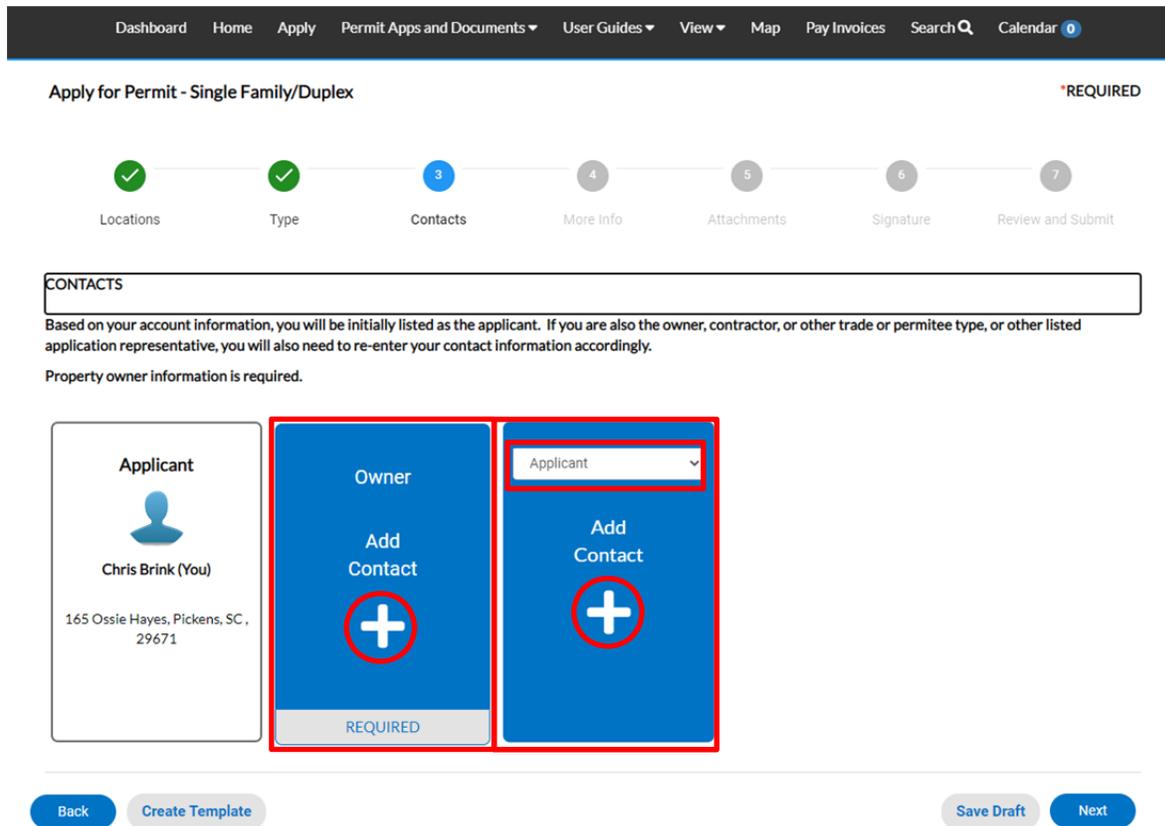
[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

7. You may add a description of the work being done in the Description memo box – a more detailed work description will be entered in a subsequent step.

8. You may leave the *Square Feet* and *Valuation* blocks empty. This information will be entered later by a Permit Specialist.

9. Click .

10. **Contacts:** The contact information automatically adds you, the applicant, to the first Contact card listed. The property owner's information must also be entered in the next card. If there are additional contacts needing to be added to the application being applied for, click the next card and Add Contact +.



Dashboard Home Apply Permit Apps and Documents User Guides View Map Pay Invoices Search Calendar

Apply for Permit - Single Family/Duplex \*REQUIRED

Locations Type **Contacts** More Info Attachments Signature Review and Submit

**CONTACTS**

Based on your account information, you will be initially listed as the applicant. If you are also the owner, contractor, or other trade or permittee type, or other listed application representative, you will also need to re-enter your contact information accordingly.

Property owner information is required.

**Applicant**  
Chris Brink (You)  
165 Ossie Hayes, Pickens, SC, 29671

**Owner**  
Add Contact  
+  
REQUIRED

Applicant  
Add Contact  
+  
REQUIRED

Back Create Template Save Draft Next

11. Choose the contact type from the dropdown list. In the search box, enter the Name, Email, or Company name and click the magnifying glass to search the Global Contacts in EnerGov for an existing contact. If the person, email or company is an existing contact click Add to add the contact to the application. If contact does not exist in Global Contacts, click **Enter Manually** and fill in the required fields.

12. Click .

13. **More Info:** The More Info fields reflect detailed information needed to process your application. This additional information replaces the information previously required on the General Permit Application or the Individual Trade Permit worksheets. Those documents are no longer required; however still helpful.

Once all of this information is submitted you will not be able to edit the information. If you need to edit the supplied information, you must call the Building Codes office and speak with a Permit Specialist.

Dashboard Home Apply Permit Apps and Documents User Guides View Map Pay Invoices Search Calendar

### Apply for Permit - Single Family/Duplex \*REQUIRED

Locations Type Contacts **More Info** Attachments Signature Review and Submit

**MORE INFO**

Applicable for the permit type, you will need to enter as much of the information listed here as requested. Some information is required and you will not be able to proceed to the next step without entering the required info.

*This section replaces the submittal and attachment of the separate Permit Application or Worksheet.*

**Permit Information** [Next Section](#) | [Top](#) | [Main Menu](#)

Residential Permit Fees are based on the higher of the given Contractor's Building Valuation/Cost to Build OR of the valuation calculated using the fee structure established by Pickens County for Single Family/1&2 Family Residential. The appropriate building square footage will be taken from your submitted permit worksheet. Please enter YOUR valuation/cost to build below:

\*Contractor Valuation/Cost to Build: \$

Contractor Valuation/Cost to Build: is required.

Work Description

Total Heated Square Feet

Subdivision

The setbacks listed below may be specific to property located in unincorporated Pickens County. For setbacks specific to the City of Pickens, the Town of Six Mile, or the Town of Norris, please contact the respective municipality and obtain a copy of their zoning verification.

Front Setback

Side Setback

Rear Setback

Back Create Template Save Draft Next

14. Click  .

15. **Attachments:** Click the **Add Attachment** + card to open Windows Explorer. You can click to insert or drag files into the Add Attachment card. (Certain application types have required documents that must be attached in order to save.)

Apply for Permit - Single Family/Duplex

\*REQUIRED



Attachments

A separate Permit Application Form or Worksheet may also be separately submitted if additional information for your permit submittal would be beneficial. This form is provided under the "Permit Apps & Documents" tab. It will need to be printed out, scanned, and up-loaded. If you are conducting the work yourself and acting as your own contractor, South Carolina state law allows you, as the owner of your property, to act as your own builder even though you do not have a license - provided the building or structure being worked on is for your own personal use and occupancy. In order to use this exemption, you must file an owner/builder disclosure statement with the Register of Deeds office and then attach the recorded copy to your permit submittal. These forms are provided under the "Permit Apps & Documents" tab.

The various attachment types can be selected in the dropdown list below.

Back Create Template Save Draft Next

16. Once you have uploaded and provided all the required and additional documents, click [Next](#).

17. **Signature:** The newest feature of our CSS portal and application process is the ability to digitally sign your application submittal. Please carefully read all of the provided information. Digitally signing and submitting your application has all the force and effect of submitting the permit in our office with original signatures.

Back Create Template Save Draft Next

18. Once you have "signed" your submittal, click [Next](#).

- 19 **Review and Submit:** This step displays all the information you entered, attachments that are being uploaded, estimated fees, and additional information fields populated. Please carefully review this material.

Apply for Permit - New Commercial Building Application \*REQUIRED

Locations Type Contacts More Info Attachments Review and Submit

Submit

Locations

Location 630 MIAMINE, Atlanta, GA.,

Parcel Number 17 004800010734

Basic Info

Type New Commercial Building Application

Description

Applied Date 10/16/2019

Contacts

Applicant Christy Goss  
123 Smith, Duluth, GA.,

More Info

General Info

Construction Type

I-A

I-B

II-A

II-B

III-A

[Next Section](#) | [Top](#) | [Main Menu](#)

20. Once you have thoroughly reviewed the information, click **Submit** or **Save Draft** at the bottom of the page.
21. Click **Save Draft** if the information is incomplete and needs to be finished later. You can click the Draft status circle on the Dashboard to resume your application.

### [Success Page](#)

Once an application has been submitted, a Success page displays. You can click the **Continue To** button or add any invoiced fees to their shopping cart to proceed to payment. All fees will be invoiced once a Permit Specialist has reviewed your application and processed it for issuance. Once all fees have been paid, you will then be able to print out a copy of your permit and schedule inspections.

Dashboard Home Apply Permit Apps and Documents User Guides View Map Pay Invoices Search Calendar

**✔ Your permit was successfully created!**

Thank you for using our CSS portal for your permit application submittal. A permit specialist will now review your application for completeness and process your application accordingly. Once the permit has been approved for issuance, any fees will be generated and an invoice will be created. Once all associated fees have been paid, your permit will be released for printing.

[Continue to permit](#)

Fees

**\$0.00**

[View Details](#) [Add to Cart](#)