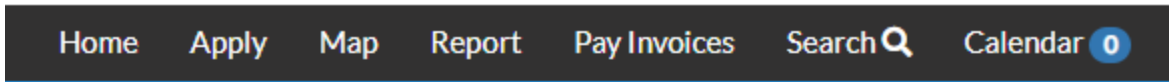
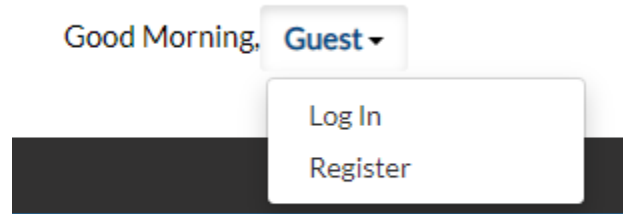


HOW TO APPLY FOR A NON-RESIDENTIAL PERMIT

https://energovweb.spartanburgcounty.org/energov_prod/selfservice/#/home

LOG IN on the right side of the screen.



Log In

* Username

* Password

[Log In](#)

Forgot your password? [Reset it](#)
Forgot your username? [Email it](#)
Don't have an account yet? [Register Here](#)

Click APPLY on one of the two options below.

The screenshot shows the Spartanburg County Citizen Self Service dashboard. The navigation bar at the top includes links for Dashboard, Home, Apply, My Work, Map, Report, Pay Invoices, Search, and Calendar. The 'Apply' link is circled in yellow. Below the navigation bar is the title 'Spartanburg County Citizen Self Service'. There are six service cards arranged in a 2x3 grid. The top-right card, labeled 'Apply', is circled in yellow. The other cards are: 'Request Inspection', 'Search Public Records', 'My Account', 'Pay Invoice', and 'Map'.

Search the type of permit in the bar and click APPLY.

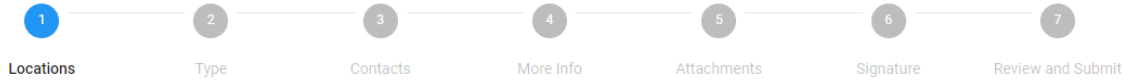
***Please make sure that you apply for the correct permit type. Any questions please contact Planning & Development at 864-596-3570.**

Application Assistant

The screenshot shows the 'Application Assistant' search interface. A search bar at the top contains the text 'Minor Land Development' and is circled in yellow. Below the search bar are five filter buttons: 'All', 'Trending', 'My History', 'LICENSES', and 'PERMITS'. Below the filters are two links: '> Show Categories' and 'Show My Templates'. A search result card for 'Minor Land Development' is displayed, showing the category name, description, and a circled 'Apply' button.

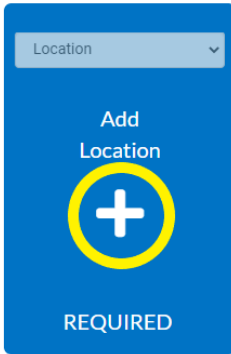
STEP 1: LOCATIONS

Click on the plus sign.



LOCATIONS

Please select or add all locations attached to this application.

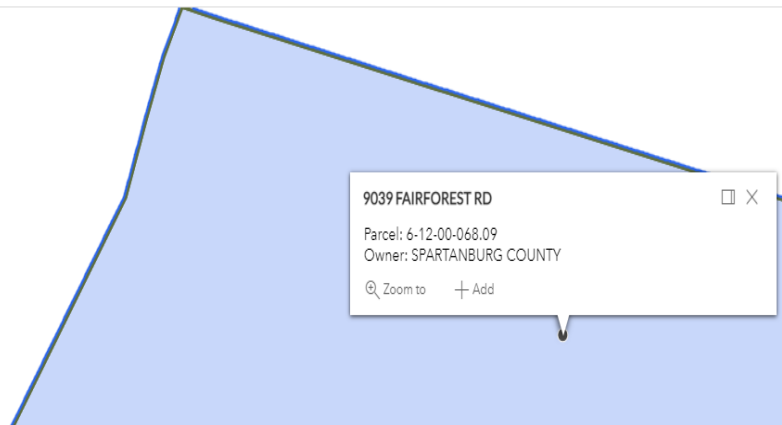
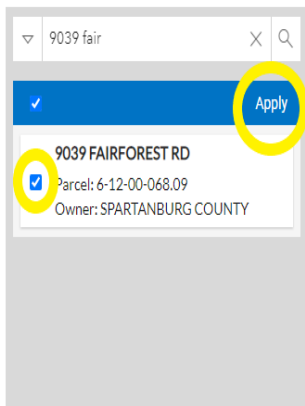


Create Template

Save Draft

Next

Type in your map number or address, then check the box and click APPLY.

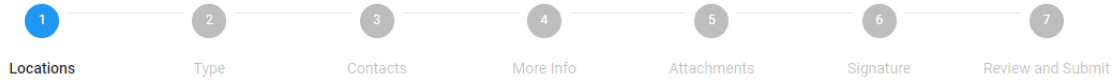


If you need to add additional locations, then do the same step again by clicking the plus sign.

When finished click **NEXT** and WAIT FOR "NEXT" TO TURN SOLID BLUE.

Apply for Permit - Minor Land Development

*REQUIRED



LOCATIONS

Please select or add all locations attached to this application.

A location card with the following details: Type: Location, 9039 FAIRFOREST RD., SPARTANBURG, SC 29301, Main Address checked, Parcel Number 6-12-00-068.09, Main Parcel checked, and a Remove button. To the right is a blue button with a white plus sign and the text 'Add Location'. Above the button is a dropdown menu labeled 'Location'.

The following information is relevant to your application:

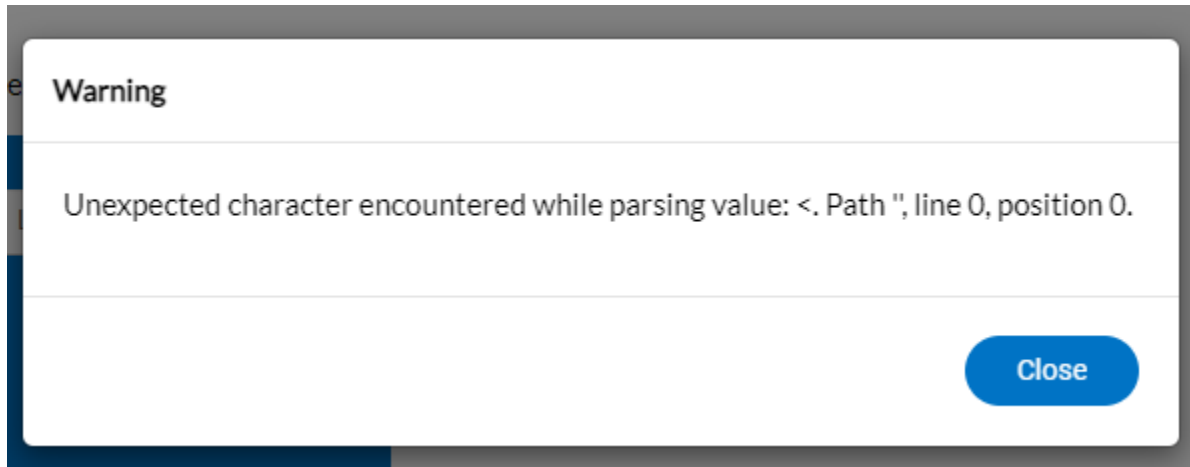
- This location is within floodplains.
 - Parcel Number: 6-12-00-068.09

Create Template

Save Draft

Next

If you receive the pop up below, then click **CLOSE** and you will be able to proceed.

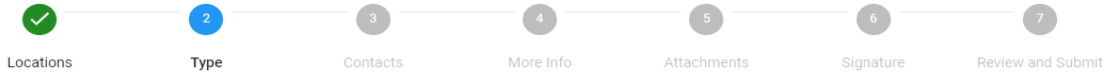


STEP 2: TYPE

Fill in the description and click NEXT.

Apply for Permit - Minor Land Development

*REQUIRED



PERMIT DETAILS

Please enter a detailed description of the project.

* Permit Type

* Description

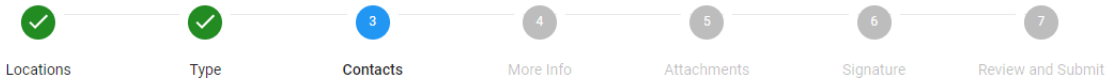
Back Create Template Save Draft **Next**

STEP 3: CONTACTS

Add required and/or necessary contacts by clicking the plus sign, then NEXT once finished.

Apply for Permit - Minor Land Development


*REQUIRED




CONTACTS

Please select or add any contacts you would like attached to this application.

Applicant


Bonnie Gibbs (You)
366 N Church St,
Spartanburg, SC, 29335

Select Type

Add Contact 

Back Create Template Save Draft **Next**

[◀ Back to Application](#)

Add Contact

Add Contact As : Developer

Search

Enter Manually

My Favorites

Search



Search for existing contact and click ADD.

Add Contact

Add Contact As : Developer

Search

Enter Manually

My Favorites

Search



Sort Relevance ▾

Favorite	First Name	Last Name	Address	Company	Action
	Bonnie	Gibbs	366 N Church St Spartanburg SC 29335		

If the contact does not already exist, then enter manually and SUBMIT.

[◀ Back to Application](#)

Add Contact

Add Contact As : Developer

Search

Enter Manually

My Favorites

Enter Manually

* First Name

* Last Name

Company Name

Email

* Home Phone

* Mobile Phone

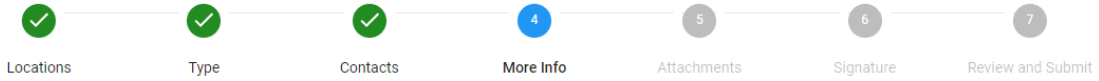
* Business Phone

Submit

STEP 4: MORE INFO

Once all ***required*** information (in red) is completed, then click NEXT.

These will vary depending on the permit type



MORE INFO

[Checklist of Information Required on Plan](#)

General Info

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

***This Application is for**

This Application is for is required.

***Project Name**

Project Name is required.

***Proposed Activity**

Proposed Activity is required.

*Type of Current Activity	<input type="checkbox"/> Vacant
	<input type="checkbox"/> Residential
	<input type="checkbox"/> Industrial
	<input type="checkbox"/> Commercial
	<input type="checkbox"/> Office
	<input type="checkbox"/> Institutional

Type of Current Activity is required.

*Water or Well?

Water or Well? is required.

If selected water above, list water provider.

*Septic or Sewer?

Septic or Sewer? is required.

If selected sewer above, list sewer provider.

Number of Stories

Number of Units

*Max Building Height

Max Building Height is required.

If "Group Assembly" activity (church, theaters, bowling alleys, etc.) or restaurant is planned, please indicate number of seats and/or participants.

of Seats

Pursuant to the South Carolina Local Government Comprehensive Planning Enabling Act (Section 6-29-1145 of the South Carolina Code of Laws), is this tract or parcel restricted by any recorded covenant, restriction, easement, etc., that is contrary to, conflicts with or prohibits the (proposed) permitted activity?

is required.

Hours of operation

*Square Footage

Square Footage is required.

Fees are calculated based on the square footage of buildings. Mining, Landfill, Race Track and other such uses for which the primary function is located outdoors shall be charged by the square footage of land utilized for the primary use.

Property Attributes

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

*Acres

Acres is required.

[Back](#)

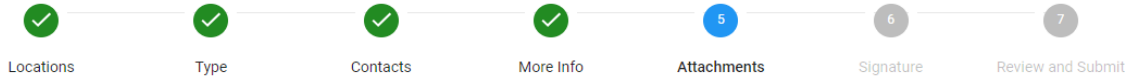
[Create Template](#)

[Save Draft](#)

[Next](#)

STEP 5: ATTACHMENTS

Upload required documents here; otherwise, you will not be able to proceed. Upload any additional documents by select type, then the plus sign. Once completed click NEXT.



Attachments

Please upload all applicable files for review.

Agent Authorization

Add Attachment

Supported: .pdf, .jpg, .jpeg

REQUIRED

Site Plan

Add Attachment

Supported: .pdf

REQUIRED

Select Type

Add Attachment

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt, .dwg, .zip, .csv, .rtf, .dxf, .dw...

Back

Create Template

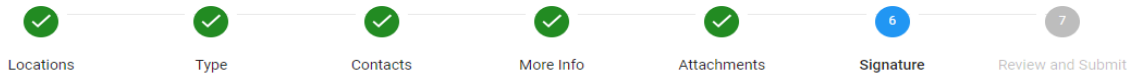
Save Draft

Next

STEP 6: SIGNATURE

Apply for Permit - Minor Land Development

*REQUIRED



SIGNATURE

I hereby certify and agree that all the information provided in this application is true and correct. I understand that falsifying any information on this application will result in the automatic denial of this application and nullification of any action applied herein.

The County and Applicant (the "Parties") agree that use of an electronic signature and/or initials shall be deemed to be valid and binding upon the Parties as if the original signature or initials were present on the documents in the handwriting of each party.

* Please type your name as consent to electronically sign this application.

Enable Type Signature

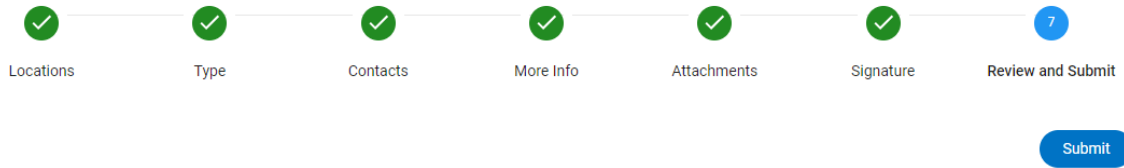
Bonnie Gibbs
December, 03 2021

X Draw Signature Here

Clear

STEP 7: REVIEW AND SUBMIT

You will see all of the information provided (not pictured here) and verify it is correct, and then click **SUBMIT**.



Your **DASHBOARD** will show any activity.

The dashboard features a navigation bar with 'Dashboard' selected. Below are three main sections:

- My Inspections:** A table with columns 'Requested', 'Scheduled', and 'Closed', each showing a count of 0. A link 'View My Inspections' is below.
- My Invoices:** A table with rows 'Current', 'Past Due', and 'Total', each showing a count of 0 and a value of \$0.00. A link 'View My Invoices' is below.
- My Permits:** Five cards for 'Attention', 'Pending', 'Active', 'Draft', and 'Recent', each showing a count of 0. A link 'View My Permits' is below.

Current Planning Staff will review your submittal and once we verify all of the necessary documents, then an invoice will be sent via email. Please log into your CSS account to pay it.