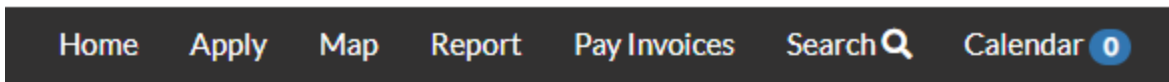
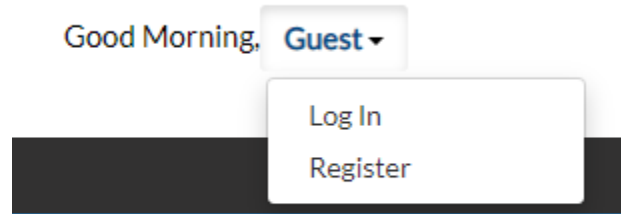


HOW TO APPLY FOR A RESIDENTIAL PERMIT

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.

Dashboard Home **Apply** My Work Map Report Pay Invoices Search Calendar

Spartanburg County Citizen Self Service

Request Inspection
Click here to request an inspection on an existing record.

Search Public Records
This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.

Apply
This tool can be used to apply for a permit, plan or license.

My Account
Click here to access your account information.

Pay Invoice
Use this tool to pay for individual invoices.

Map
Explore the map to see the activity occurring in your neighborhood.

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

Minor Subdivision

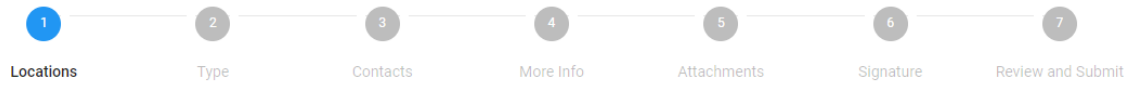
All Trending My History LICENSES PERMITS

[Show Categories](#) [Show My Templates](#)

Minor Subdivision		
Category Name:	Description:	
Subdivision/Plat	SC: Minor Subdivision	

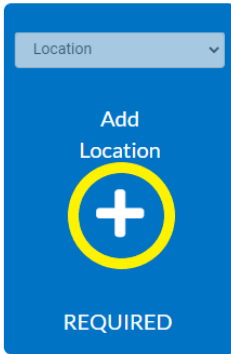
STEP 1: LOCATIONS

Click on the plus sign.



LOCATIONS

Please select or add all locations attached to this application.

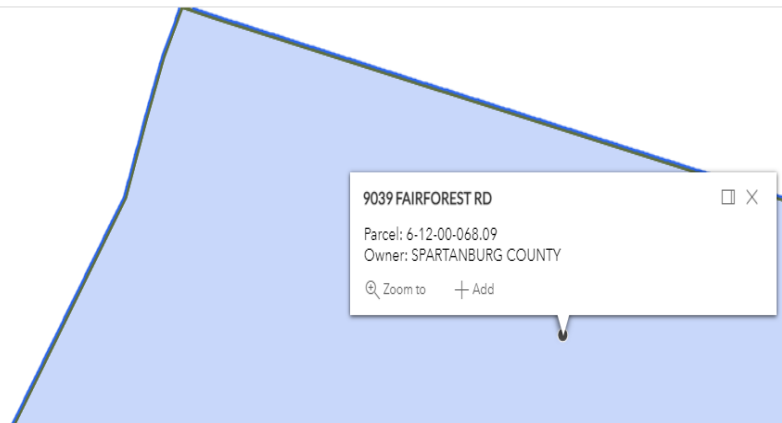
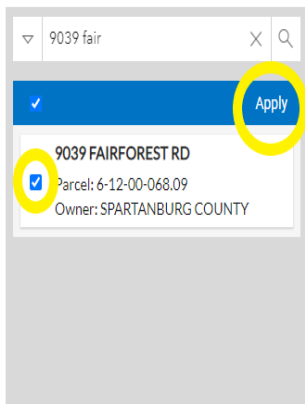


Create Template

Save Draft

Next

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

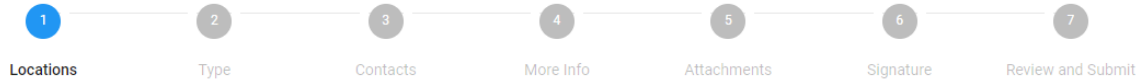


If you need to add additional locations, then do the same step again by clicking the plus sign.

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

Apply for Permit - Minor Subdivision

*REQUIRED



LOCATIONS

Please select or add all locations attached to this application.

A location card on the left with the following details: 'Type: Location', '9039 FAIRFOREST RD., SPARTANBURG, SC 29301', 'Main Address' with a checked checkbox, 'Parcel Number' '6-12-00-068.09', 'Main Parcel' with a checked checkbox, 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 with 'Location' selected.

The following information is relevant to your application:

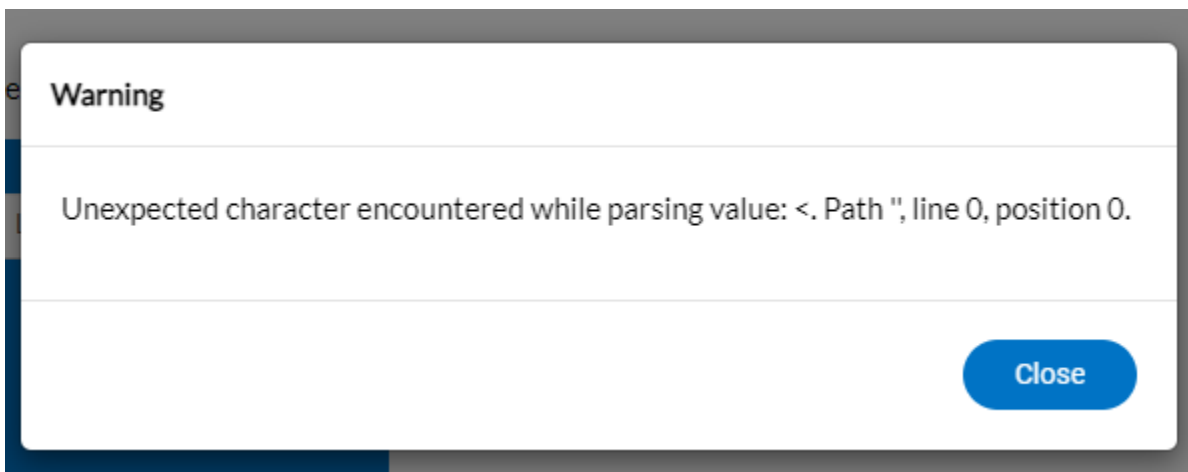
- This location is within floodplains.
 - Parcel Number: 6-12-00-068.09

Create Template

Save Draft

Next

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

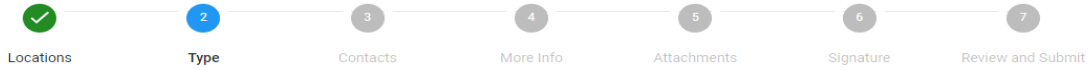


STEP 2: TYPE

Fill in the description and click NEXT.

Apply for Permit - Minor Subdivision

*REQUIRED



PERMIT DETAILS

Please enter a detailed description of the project.

* Permit Type

* Description

Back

Create Template

Save Draft

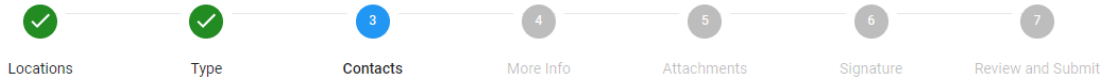
Next

STEP 3: CONTACTS

Add required and/or necessary contacts by clicking the plus sign.

Apply for Permit - Minor Subdivision

*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

Developer: Add Contact (+)

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

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

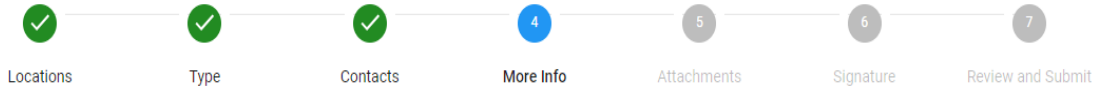
* Business Phone

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 plat.](#)

General Info

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

*Type of Subdivision

<input type="checkbox"/>	Single Family
<input type="checkbox"/>	Duplex
<input type="checkbox"/>	Road Only
<input type="checkbox"/>	Commercial Subdivision
<input type="checkbox"/>	Patio Home
<input type="checkbox"/>	Manufactured Home Sub
<input type="checkbox"/>	Mixed Use/ Planned Development

Type of Subdivision is required.

*Proposed Subdivision Name

Proposed Subdivision Name is required.

*Number of Lots

Number of Lots 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.

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.

*Are you planning to dedicate R/W to the County?

Are you planning to dedicate R/W to the County? is required.

If yes, please upload the Deed of Dedication and R/W plat.

Number of Consent Agreements Submitted

Property Attributes

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

*Type of Property

Type of Property is required.

*Acres

Acres is required.

*Speed Limit

Speed Limit is required.

*Maintenance of the road

Maintenance of the road is required.

[Back](#)

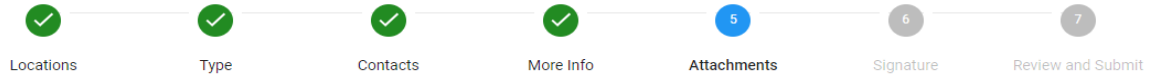
[Create Template](#)

[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

Plat

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

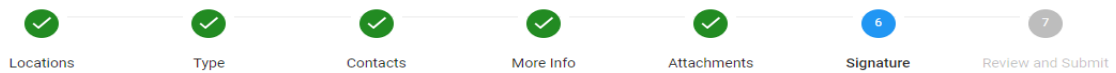
Save Draft

Next

STEP 6: SIGNATURE

Apply for Permit - Minor Subdivision

*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

Type Name Here

Bonnie Gibbs
November, 30 2021



Back

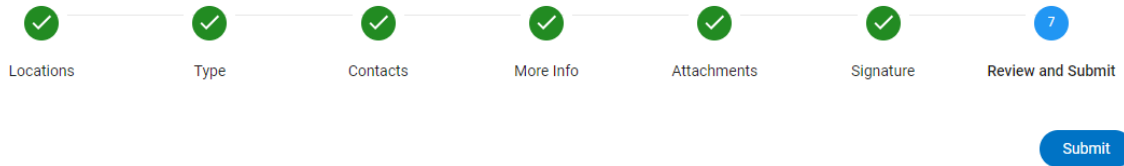
Create Template

Save Draft

Next

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 boxes 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.