

Permits & Payments Online

APPLY FOR PERMITS ON LINE: <https://berkeleycountysc.gov/fnd/?goto=Permitting> OR

1. GO TO berkeleycountysc.gov
2. GO TO “Departments”
3. GO TO “Permitting”
4. Click on “Forms and Documents”
5. Choose which **E-Form** Application you wish to apply for
6. Follow instructions and upload necessary documents

ON LINE PAYMENTS: <https://berkeleycountysc.gov/energoinfo/> OR

7. GO TO berkeleycountysc.gov
8. GO TO “Departments”
9. GO TO “Permitting”
10. Click on “Online Status and Payments”
11. Register an account at the top right-hand side – your email must be the same as your application email.
12. Go to your email to verify the account
13. Log in
14. Click on “My items” and “My permits” to find your permits, or click on “My License” to find PAC information
15. Click on your specific permit **please be aware, invoices do not appear until 3 hours after they are created*
16. Click on “Pay Now” all the way at the bottom
17. Follow instructions on making payment
18. Please give the system 30 minutes to create your permit card.
19. You can also attach any required/requested documents to the permit through the portal on this same page all the way at the bottom.
**** Any plan revisions that you upload, please call the office and let us know.****

INSPECTION SCHEDULING

1. To schedule an inspection ONLINE, visit <https://berkeleycountysc.gov/energoinfo/inspectionsched.php>
2. Call in for an inspection
 - a. Call 843-719-4220 and leave the following information
 - i. Name
 - ii. Permit number
 - iii. Inspection type
 - iv. Phone number
 - v. Site Address