



August 3, 2017

Dear Sullivan's Island Residents, Stakeholders and Permit Applicants:

**\*Town staff is happy to invite you to utilize our new Building Department permitting and application system, accessible via the following website\***

<https://accessmygov.com/?uid=2569>

This new permitting program is a fully integrated, user friendly, online portal that allows you to:

- Apply for Building Permits
- Apply for Boards and Commissions (Planning, Zoning or Engineering Procedures)
- Track and map your active Building Permits, construction projects and planning and zoning approvals
- Research a property's permitting history
- Request staff inspections

**Four easy steps** are needed to complete a permit submittal after a quick registration process (Contractors, subcontractors and property owners may apply):

**Step 1: Select a property** (Contractors may click the link to enter a unique pin number, which can be obtained by calling **Town Hall** at **843-883-5743**)

**Step 2: Enter permit details** (Give a detailed scope of work. Be as specific as possible, as this will help our staff conduct an informed and accurate review of your plans)

**Step 3: Enter applicant information** (Provide us with an updated email address, phone number, etc. so we can immediately contact you if more information is needed)

**Step 4: Estimate Fees** (Additional verification of these figures may be requested)

Once your permit has been uploaded, our staff will conduct a review of your request and correspond directly with you until permits are ready for issuance. Please feel free to contact our office if you have any questions with this process. If we cannot help you immediately with your question, we will likely need to contact our software provider for additional support.

Thank you for your patience as our staff transitions to this innovative new system!

**Joe Henderson**, AICP, Zoning Administrator

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