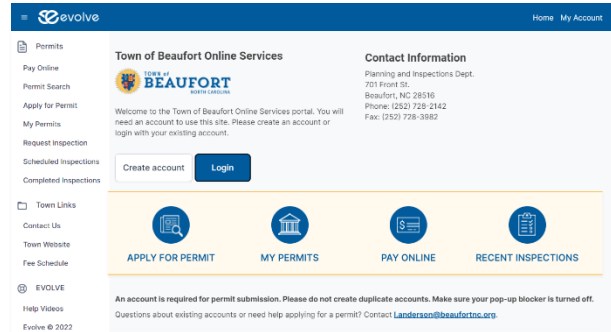




Customer Web Portal

The Customer Web Portal provides a one stop location for contractors, homeowners and applicants to:

- Submit an application,
- Monitor their application status,
- Schedule/cancel inspections,
- View inspection status and history,
- Pay fees due,
- View/print documents/stamped plans, and
- Upload documents to existing applications.



Citizens can search for building permits and view permit information without logging in.

<https://evolve-public.infovisionsoftware.com/beaufort/>

Using the Customer Web Portal

New Account

You'll need an account to use the portal. Create an account online by selecting the Create Account button. Enter your account information and select Save.

Existing Account

If you already have an account, select the Login button. Enter your email address listed on your account. You can choose to receive your one-time PIN for login by email or text.

Once you're logged you can: submit an application, view your permits under My Permits, request/cancel inspections, view your scheduled inspections and completed inspections.

Apply for Permit

Select Apply for Permit to submit a permit application. You'll be guided through several steps:

1. Type of Permit - Select the type of permit application from the drop-down menus.
2. Before You Begin - Review the items you need for your application and check each one to move to the next step.
3. Enter Address or Location - Search for the assigned address or if not found, enter a location description and tax map parcel ID number.
4. Permit Details - Enter the requested information about the work taking place.
5. Select Contacts - Enter the subcontractors and contacts you would like to list on your permit.

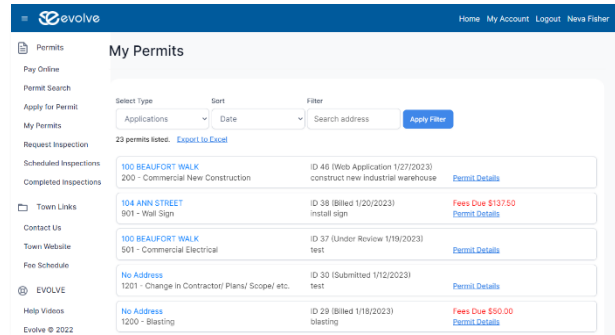
6. Upload Documents – Upload any necessary documents for your application. This may include building plans, site plans, or other forms.
7. Permit Signature – Review the conditions, check “I agree” and enter your name to sign the application electronically.
8. Select Finish.

Your application has been submitted. You can check the status anytime by selecting My Permits.

My Permits

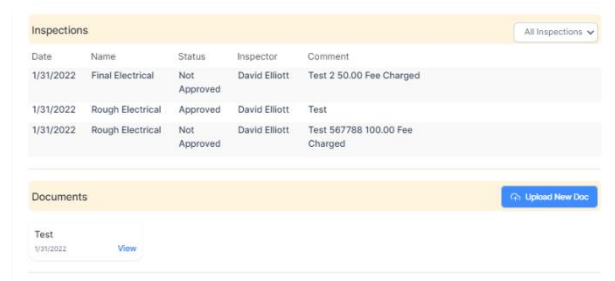
View all your permits in one location. Filter the permit results by using the drop-down menu options. The default view is for Applications. Select Open Permits from the drop-down menu to see issued permits that are open.

You can further narrow results by choosing a sort option or searching an address with the filter.



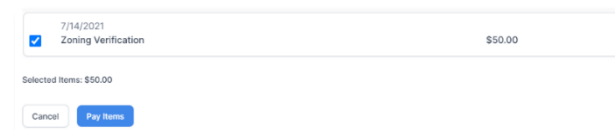
Permit Details

Select a permit to view the permit details. Here you can view your application, request an inspection, view inspection history, view fees, and view/upload documents.



Pay Online

Select Pay Online to pay any outstanding fees that are due. Select the check box next to the items you wish to pay, then select Pay Items.



Request Inspection

Quickly go to your list of Open permits that have been issued to schedule an inspection.

Scheduled Inspection

Quickly go to a list of inspections that are scheduled.

Completed Inspections

Quickly go to a list of inspections that have been completed recently to view the inspection status.