



# MUNIS Self Services

**Home**

Administration

Citizen Self Service

Click on the Citizen Self Service to begin



## Welcome to Citizen Self Service

### Announcements

There are currently no announcements.

### Profile Information

Profile information not found.

### Permits and Inspections Accounts

CHRIS JOHNSON, FIRE MARSHALL CITY OF FLO

Click on the **Permits and Inspections** to get started.



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### Citizen Self Service

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## Permits and Inspections

Use this page to apply for new Permits, or search for existing Permits and Inspections

### New permit applications

[Click here to Apply Online](#)



CLICK ON THE APPLY  
ONLINE TO ENTER THE  
INFORMATION FOR  
APPLYING ONLINE.

### Search for existing Permits and Inspections

Please enter the house number, street name, and application reference (permit number) then click search. Example: for 324 W Evans St you would enter 324 in the House Number Box, and Evans in the Street Name Box, and the application reference (permit number) in the Application Reference Box. Then click Search. Items marked with an \* are required.

#### Location

House number \*

Street name \*

Application reference \*

#### Status

- Active Applications only
- Unperformed Inspections only
- Remember these values

Search

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### Building Inspections & Permits

Select	Code	Project Description
<a href="#">Select</a>	C000	COMMERCIAL
<a href="#">Select</a>	C031	COMMERCIAL ACCESSORY ATTACHED
<a href="#">Select</a>	C032	COMMERCIAL ACCESSORY DETACHED
<a href="#">Select</a>	C030	COMMERCIAL ADDITION
<a href="#">Select</a>	C005	COMMERCIAL ALTERATION
<a href="#">Select</a>	F005	DEMOLITION-COMMERCIAL
<a href="#">Select</a>	F006	DEMOLITION-RESIDENTIAL
<a href="#">Select</a>	B035	DUPLEX
<a href="#">Select</a>	E005	ELECTRICAL- COMMERCIAL
<a href="#">Select</a>	E006	ELECTRICAL-RESIDENTIAL
<a href="#">Select</a>	E022	FIRE SPRINKLER
<a href="#">Select</a>	C040	FREE STANDING SIGN
<a href="#">Select</a>	E011	GAS- RESIDENTIAL
<a href="#">Select</a>	E010	GAS-COMMERCIAL
<a href="#">Select</a>	C050	INTERIOR LIT SIGN
<a href="#">Select</a>	E015	MECHANICAL-COMMERCIAL
<a href="#">Select</a>	E016	MECHANICAL-RESIDENTIAL
<a href="#">Select</a>	B030	MOBILE HOME
<a href="#">Select</a>	B029	MOVING
<a href="#">Select</a>	B040	MULTI FAMILY
<a href="#">Select</a>	E020	PLUMBING-COMMECIAL
<a href="#">Select</a>	E021	PLUMBING-RESIDENTIAL
<a href="#">Select</a>	G015	POOL-COMMERCIAL

Select the permit that you would be applying for.

# Permits and Inspections

## Apply Online

[Return to Project Selection](#)

### Search for the location

You must associate a location (address, city, etc.) with this project. Use this page to search for locations, then select the location to associate.

**Location**

House Number

Street Name



Enter the information of the project location then click the search button at the bottom of the page.

**The information should consist of the numbers and street. Please do not put S,N,E,W, St, Dr, Ave, Cir, Ln, Blvd, or Hwy.**

**Name**

Owner

**You do not need to enter the Owner or the Parcel Id information. If you do not have the House number and street name, and you have a parcel id you can enter the parcel id and select the correct address on next page.**

**Parcel ID**

Search



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### Permits and Inspections

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# Permits and Inspections

## Apply Online

[Return to Project Selection](#)

### Select the location

If the location is not listed, you can [modify your search](#) or try a [new search](#).

#### 1 Location(s) found

<a href="#">Location/Subdivision</a>	<a href="#">Owner Name</a>	<a href="#">Parcel ID</a>	Select
324 W EVANS ST	ASSET HOLDINGS TRUST LLC	90074-05-001	<a href="#">Select and Continue</a>

Confirm that the information is correct then click the select and continue



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# Permits and Inspections

## Apply Online

### Details of project/activity

Department Building Inspections & Permits

Project COMMERCIAL ALTERATION

Describe location



Enter all the information in the required fields.

Describe project/activity   
(120 character limit)



Your role in project \*



Reason for applying



Estimated cost



Proposed start date

Proposed end date

- Contractor is involved or owner is acting as contractor
- I will enter applicant information, no contractor is involved



Please select one one

### Contractor (or applicant if no contractor) \*

- Owner is acting as the Contractor
- Select from a list of linked Contractors
- Select from a list of all Contractors
- Enter the Contractor values manually

Select the one that applies.



**Contractor** (or applicant if no contractor) \*

- Owner is acting as the Contractor
- Select from a list of linked Contractors
- Select from a list of all Contractors
- Enter the Contractor values manually

**Name \***



**Address**

**City**

**State**

**Zip**

Fill in the required fields and click continue.

**Phone \***



*required format 999-999-9999*

**Fax**

**Email \***



If you are a residential builder and you are building a repeat house please enter the house name, number, or ect. to identify the house.



**Additional information**

Any additional information you would like to provide

**Continue**



# Permits and Inspections

## Apply Online

Review

Location		<a href="#">change</a>
Location	324 W EVANS ST	
Owner Name	ASSET HOLDINGS TRUST LLC	
Parcel ID	90074-05-001	
Project/Activity		<a href="#">change</a>
Department	Building Inspections & Permits	
Project	FIRE SPRINKLER	
Details of Project/Activity		<a href="#">change</a>
Location Description		
Project/Activity Description		
Your Role in Project	GENERAL CONTRACTOR	
Reason for Applying	unspecified	
Contractor Name	CHRIS JOHNSON, FIRE MARSHALL CITY OF FLO	
Address	324 W. EVANS STREET, FLORENCE SC 29501	
Phone	843-665-3231	
Fax		
E-mail	cjohnson@cityofflorence.com	
Additional information		

Enter the following validation numbers into the box provided. \*

Enter these validation numbers into the box below them



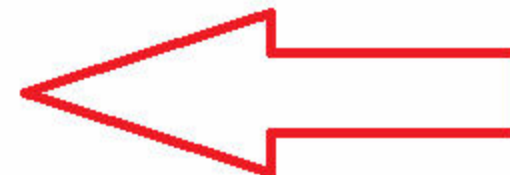
Check the following box to signify acknowledgement

I agree to the following terms.  
I hereby acknowledge that the information I am about to submit is 100% accurate.

Submit

Cancel

**MAKE SURE THAT THE INFORMATION IS CORRECT AND FOLLOW THE INSTRUCTIONS AT THE BOTTOM OF THE PAGE THEN SUBMIT.**



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# Permits and Inspections

## Apply Online

### Confirmation

 **Thank you.** Your application has been submitted on **6/20/2023**. Your application reference is **20891**.

You may want to print this page for your records.

To check the status of your application:

- Call our offices at: 843-665-3151
- [Check the status of your application online](#)
- [View/select payable items](#)
- [Pay all payable items now](#)

### Attach one or more documents

- Use the **Choose File** button to select a document to attach.
- As each document is selected, an additional file selection button will appear, allowing you to select multiple documents.
- Click the **Upload** button to upload the selected attachment(s).

No file chosen

[Cancel](#)



You can upload your plans here

**WHEN YOU REACH THIS PAGE PLEASE WRITE THE APPLICATION REFERENCE NUMBER DOWN. YOU WILL NEED THIS NUMBER TO LOOK AT INSPECTION RESULTS AND TO SCHEDULE INSPECTIONS. THIS NUMBER IS NEEDED TO CHECK THE STATUS OF YOUR PROJECT.**

**Note: Once you get to this page please wait for the permit clerk to call for payment. Once payment is received and the permit is issued you can log back onto the portal and schedule inspections, check the status, and see your results.**

**Please make sure you upload all documents for review to include Architect, Plumbing, Mechanical, Electrical, Site, and any other drawings before clicking Upload.**

### Location

Location	324 W EVANS ST
Owner Name	ASSET HOLDINGS TRUST LLC
Parcel ID	90074-05-001

### Project/Activity

Department	Building Inspections & Permits
Project	FIRE SPRINKLER

### Details of Project/Activity

Location Description	
Project/Activity Description	
Your Role in Project	GENERAL CONTRACTOR
Reason for Applying	unspecified
Contractor Name	CHRIS JOHNSON, FIRE MARSHALL CITY OF FLO
Address	324 W. EVANS STREET, FLORENCE SC 29501
Phone	843-665-3231
Fax	
E-mail	cjohnson@cityofflorence.com

### Additional information

Check the following box

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#### Location

House number \*



Street name \*



Application reference \*



Status

- Active Applications only  
 Unperformed Inspections only  
 Remember these values

Search

Reset

To check on the status of a permit, schedule inspection, see the results and comments of inspections log into the portal and fill in the required information. When entering the street name **do not use st, dr, ave, lane, ct, circle, etc.**

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