



SC DEPARTMENT *of*  
**ENVIRONMENTAL  
SERVICES**

# Step-by-Step Guide: Submitting a Tanning Registration Form

2024

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SERVICES**

# **Complete and Submit Your Tanning Facility Registration through ePermitting**

2024

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# Agenda

- Introduction
- Navigating to the Form
- Selecting a Site
- Step-by-Step Form Completion
- Payment



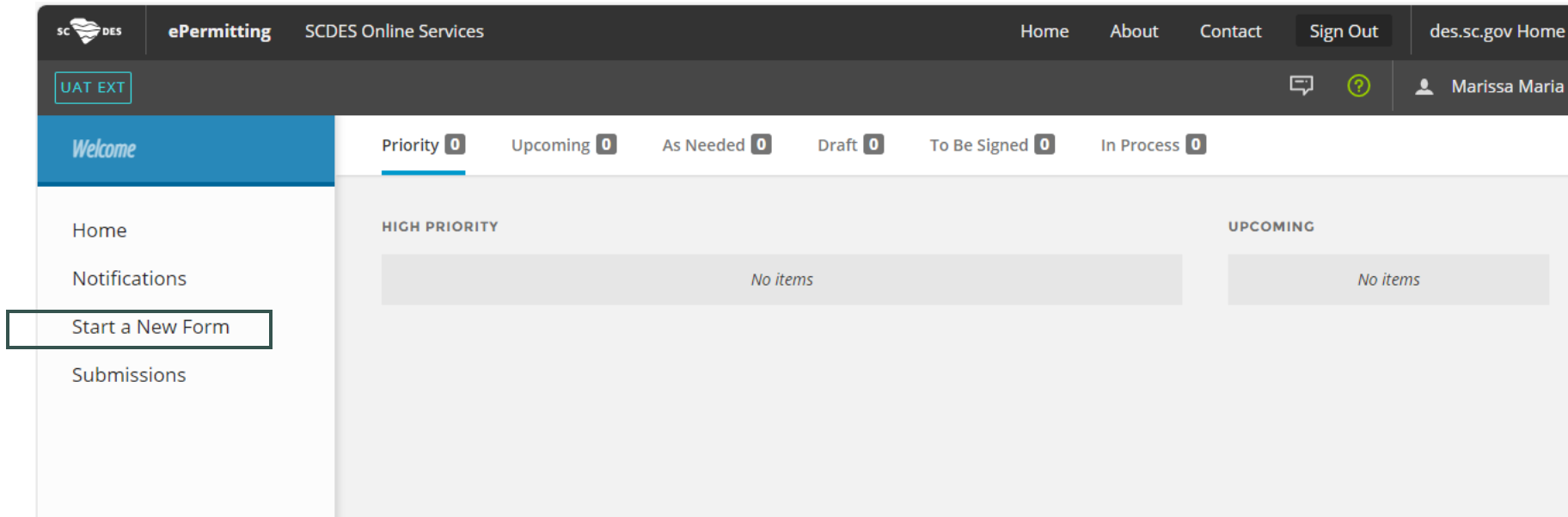
# Introduction

- The tanning registration form is used to apply for registration of a tanning facility and register tanning equipment to a facility.
- You must be granted a facility registration number before you can begin operating tanning equipment.
- Follow the steps closely to ensure a smooth registration process.



# Navigating to the Form

- Once you have created your ePermitting account and you are logged in, you will be navigated to the main login page.
- Select “Start a New Form” on the left menu.



# Navigating to the Form

- Choose “I want to start a new application.”

The screenshot shows the SCDES ePermitting website interface. The top navigation bar includes the SCDES logo, 'ePermitting', 'SCDES Online Services', and links for 'Home', 'About', 'Contact', and 'Sign Out'. A user profile for 'Marissa Maria' is visible in the top right. A 'UAT EXT' button is located in the top left of the main content area. The left sidebar features a 'Welcome' header and a menu with 'Home', 'Notifications', 'Start a New Form' (highlighted in red), and 'Submissions'. The main content area is titled 'Start New Form' and asks 'What kind of form are you looking for?'. Two options are listed: 'I want to start a new application' (highlighted with a red box) and 'I'm not sure'. The first option is described as 'Forms used to apply for a New Permit, License, or Entrance into a Program' and has a right-pointing arrow. The second option is described as 'Search all available forms (excluding reporting forms)' and also has a right-pointing arrow.

# Navigating to the Form

- Search for the Tanning Registration Form and click **Begin**.

The screenshot displays the SCDES ePermitting website interface. At the top, the navigation bar includes the SCDES logo, 'ePermitting SCDES Online Services', and links for 'Home', 'About', 'Contact', 'Sign Out', and 'des.sc.gov Home'. A user profile for 'Marissa Maria' is visible in the top right. A left sidebar contains a 'Welcome' header and navigation links for 'Home', 'Notifications', 'Start a New Form' (highlighted in red), and 'Submissions'. The main content area features a '< BACK' button and a large heading: 'Apply for a New Permit, License, or Entrance into a Program'. Below this is a search filter box containing 'Tanning Registration'. The results show 'Showing 1 of 142' items. A single result is displayed in a box: 'Tanning Registration Form (D-0826)' with a description 'Form Description: Tanning Registration Form (D-0826)' and 'Program Area: LWM - Tanning'. To the right of this result is a 'Begin' button.

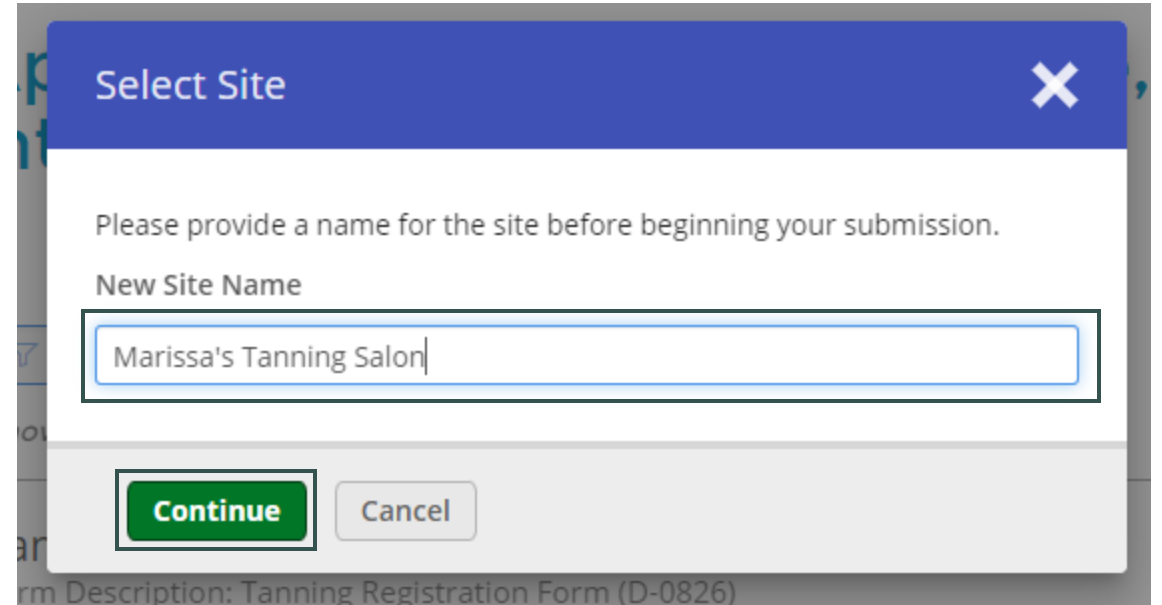
# Selecting A Site





# Selecting a Site

- You are prompted to provide a name for the site before beginning your submission.
- This is a unique name for the Site.
- Once you type the Site Name in, choose to continue.



Select Site

Please provide a name for the site before beginning your submission.

New Site Name

**Continue** Cancel

Form Description: Tanning Registration Form (D-0826)

# Step-by-Step Form Completion

- The form will open.
- Read the Instructions and frequently asked questions.
- Choose Begin Form Entry

SC DES ePermitting SCDES Online Services

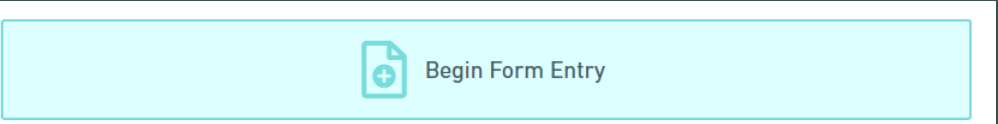
## Tanning Registration Form (D-0826)

VERSION 2.0

### INSTRUCTIONS

This form is used to apply for registration of a tanning facility and register tanning equipment to a facility. Each person acquiring a tanning facility shall use this form to apply for registration prior to beginning operation of the facility.

You must be granted a facility registration number before you begin operating tanning equipment.

 **Begin Form Entry**

### FREQUENTLY ASKED QUESTIONS

- ? *What is the application fee?*
- ? *How much do I have to pay DHEC every year for each piece of tanning equipment?*
- ? *What is the processing time for a tanning application?*
- ? *When can I start allowing clients to use tanning equipment?*
- ? *Do I need to have an operator on-site when clients tan?*
- ? *If I only want to do spray tanning, do I have to register?*

# Step-by-Step Form Completion

- You will see all Sections that need to be completed in the left side menu bar.
- The Site Name will automatically populate over to the Facility Name.
- Begin Filling out the form
- To Complete the form anything with a red asterisk *\*must\** be completed

The screenshot displays the 'Tanning Registration Form (D-0826)' interface. The left sidebar contains a vertical menu with the following items: Facility Information (selected), Facility Owner Information, Additional Contact(s), Facility Tanning Equipment, Review, and Certify & Submit. The main content area is titled 'Facility Information' and contains the following fields:

- Facility Name:** A text input field containing 'Marissa's Tanning Salon'.
- Facility Type:** A dropdown menu with a red asterisk and the text 'Select...'.
- Facility Address:** A section containing several fields, each with a red asterisk:
  - Address Line 1
  - Address Line 2
  - City
  - State/Area: A dropdown menu currently showing 'SC'.
  - Postal Code

At the bottom of the address section is a 'VALIDATE ADDRESS' button. In the top right corner of the form area, there is a 'CLEAR SECTION' button. The top navigation bar includes the SCDES logo, 'ePermitting', 'SCDES Online Services', a back button labeled 'EXIT FORM', the form title 'Tanning Registration Form (D-0826)', submission details, a 'Calculated Fee' box, and a 'SAVE PROGRESS' button.

# Step-by-Step Form Completion

- Facility Information Section

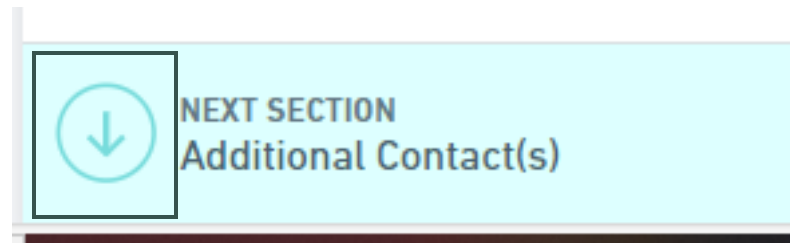
- Facility Name
- Facility Type - Choose the Drop down to select the Facility Type.
- Facility Address - Type the address in.
- Facility Physical Address – Use the Search by name or address to type in the physical address to get the Latitude and Longitude to automatically populate.
- Facility County – As you start typing the County in, they will populate.
- Facility Mailing Address – If different, choose yes. You will be prompted to enter the mailing address. If the same, choose No. And click the blue arrow to move onto the Next Section.

The screenshot shows a form with several sections:

- Facility Type:** A dropdown menu with a red asterisk and the text "Select...". A box highlights the dropdown arrow.
- Facility Physical Address:** A search bar containing "Tanning Creek Ct, Chapin, SC, USA". Below it is a Google Map with a red location pin. A box highlights the search bar.
- LOCATION COORDINATES:** Two input fields. The first is labeled "Latitude" and contains "34.1136559". The second is labeled "Longitude" and contains "-81.3250247". A box highlights both fields.
- Next Section:** A light blue button with a downward arrow icon and the text "NEXT SECTION Facility Owner Information". A box highlights the button.

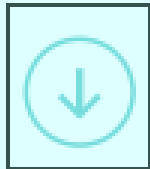
# Step-by-Step Form Completion

- Facility Owner Information Section
  - Person Responsible for Tanning Facility Operation
  - Address
  - Facility Owner
  - Mailing Address
  - Once the above fields have been completed, click the blue arrow to move onto the Next Section.



# Step-by-Step Form Completion

- Additional Contact(s) Section
  - Billing Contact
  - Address
  - If additional contacts exist, choose yes and fill in the additional contact and their address. If there aren't any additional contacts, choose No, and click the blue arrow to move on to the Next Section.



**NEXT SECTION**  
**Facility Tanning Equipment**

# Step-by-Step Form Completion

- Facility Tanning Equipment Section

- Use the table to Add all equipment that needs to be registered to your facility. Each piece of equipment needs to have the type, model number, serial number, manufacturer, and date installed filled out.
- The status will automatically default to New.
- The type has a drop-down where you can choose Booth or Bed.
- Keep choosing ADD ROW, to add as many as you need.
- If you need to delete a row, choose the X

Tanning Equipment to be Registered to This Facility

EQUIPMENT STATUS	EQUIPMENT TYPE	MODEL NUMBER	SERIAL NUMBER	MANUFACTURER	DATE INSTALLED	
New	Booth × ▾	1234	1234	1234	09/13/2024	×
New	Bed × ▾	1234	1234	1234	09/13/2024	×

**ADD ROW**

# Step-by-Step Form Completion

- Facility Tanning Equipment Section

- As you add rows, the fee will automatically calculate based on the pieces of equipment and registration date.
- Once all equipment is in the table, click the blue arrow to move on to the Next Section.

Application Fee (\$) 50.00



Prorated Fee Per Piece of Equipment (\$) 39.18

Total Prorated Annual Equipment Fee (\$) 78.36



Per R.61-106, a prorated fee for annual registration, calculated from the equipment registration date to the end of the current fiscal year, will be applied for each piece of equipment that is being added for registration.

Total Fee (\$) 128.36



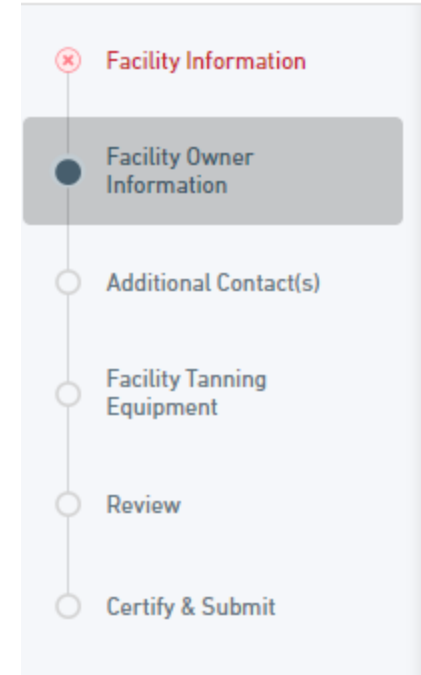
NEXT SECTION  
Review



# Step-by-Step Form Completion

- Review Section

- In this Section, you can review entered information and make sure it is correct.
- If you are missing required information, the Section and question will turn red with an X letting you know exactly where information is missing.
- Once all information is filled in and complete, choose to move onto the next section to Certify and Submit by clicking the blue arrow.
- If you leave the form and re-enter or make changes to the form, you will need to view the Review Section again, even if it has already been reviewed



NEXT SECTION  
Certify & Submit

# Step-by-Step Form Completion

- Certify & Submit
  - This step allows you to submit the form to SCDES.
  - If completed, and ready to submit and pay choose the Blue Finalize Submission Submit Form button at the bottom.



# Payment

- After submitting the form, you will be brought to a screen to make payment. You can choose to Pay Online or Pay by Mail.
- Choosing to Pay Online will bring you to SC.GOV where you can pay by Credit/Debit Card or Electronic Check.
- Choosing to Pay By Mail will give you instructions with a payment voucher that will need to be printed and mailed to SCDES.

## Submission Received

[Print Confirmation](#)

### Tanning Registration Form (D-0826)

Submission HQ6-KXM2-Y9HXD Revision 1 Form Version 2.0

Your submission has been received. It is recommended to [print](#) and retain a copy of this confirmation.

#### Payment Required to Complete Submission

Make checks payable to SCDES

#### Submission Fees

**\$50 Application Fee + Prorated Annual Fees (Based on total pieces of equipment) \$128.36**

**Total Due \$128.36**

[Pay Online](#)

[Pay by Mail](#)



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# Get in touch

## **Radiation Protection - Tanning**

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