

# ONLINE PERMITTING

---

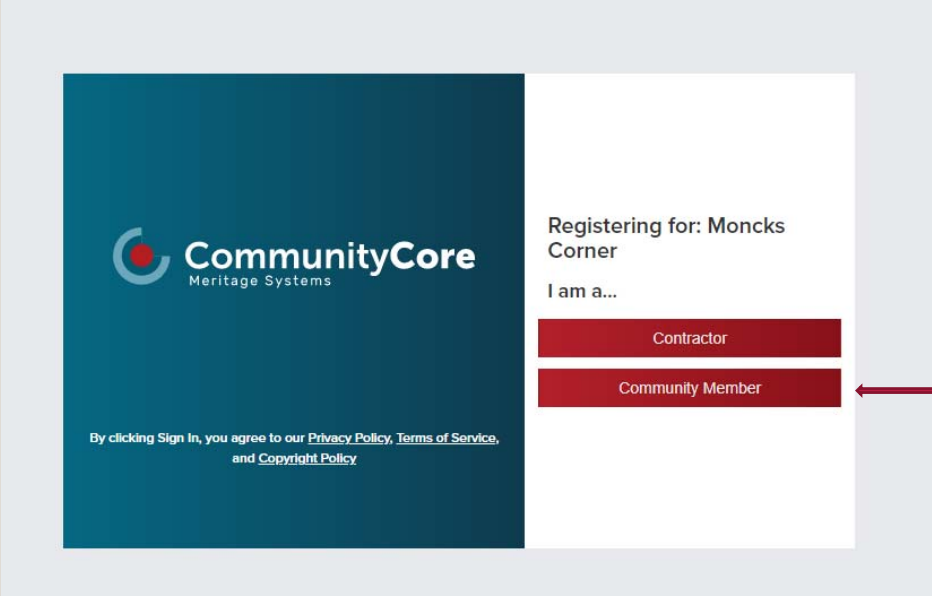
# IMPORTANT INFORMATION

---

- CommunityCore is the permitting software used by the Town of Moncks Corner.
- All emails from the system will come from [no-reply@communitycore.com](mailto:no-reply@communitycore.com).
- All emails for response are to be sent to [tomcinspections@monckscornersc.gov](mailto:tomcinspections@monckscornersc.gov).
- Citizens wanting a permit will go to CommunityCore by clicking [here](#).
- Contractors should complete the [Contractor Software Application](#) and email the form to [tomcinspections@monckscornersc.gov](mailto:tomcinspections@monckscornersc.gov) for online access.
- Contractors once the access has been granted by staff you will receive a confirmation email to set up your account then begin steps at Log In.

# STEPS FOR CITIZEN SUBMITTAL

---

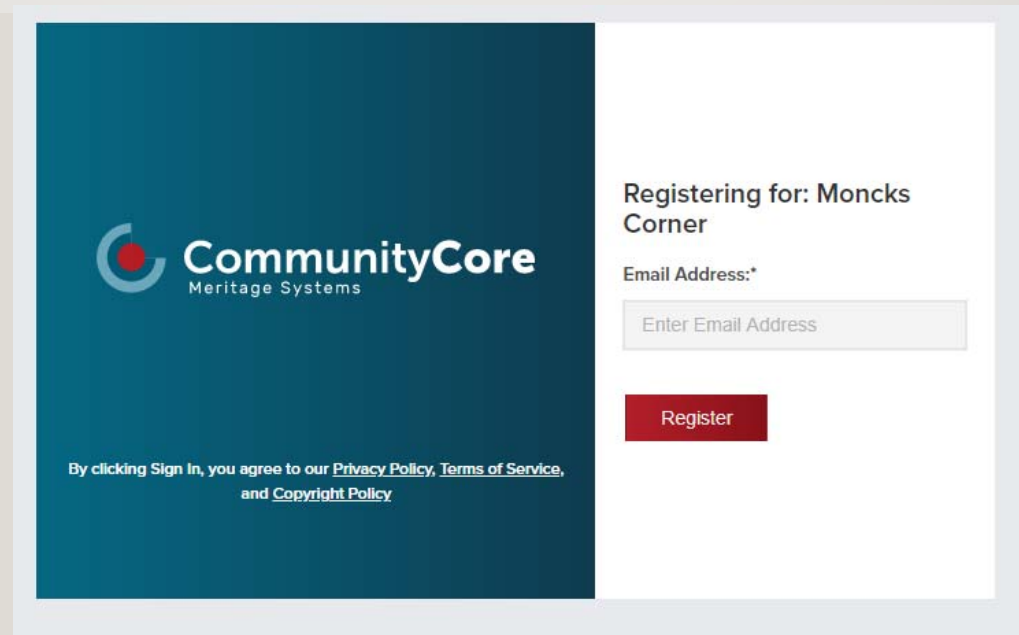


Click Here


# REGISTERING

---

- Enter Email



The screenshot shows a registration form for CommunityCore Meritage Systems. The form is split into two main sections: a dark blue header area on the left and a white content area on the right. The header area contains the CommunityCore logo and a disclaimer. The content area contains the registration title, an email address label, an input field, and a register button.

 **CommunityCore**  
Meritage Systems

By clicking Sign In, you agree to our [Privacy Policy](#), [Terms of Service](#), and [Copyright Policy](#)

Registering for: Moncks Corner

Email Address:\*

Register

# CONFIRM EMAIL

---



By clicking Sign In, you agree to our [Privacy Policy](#), [Terms of Service](#), and [Copyright Policy](#)

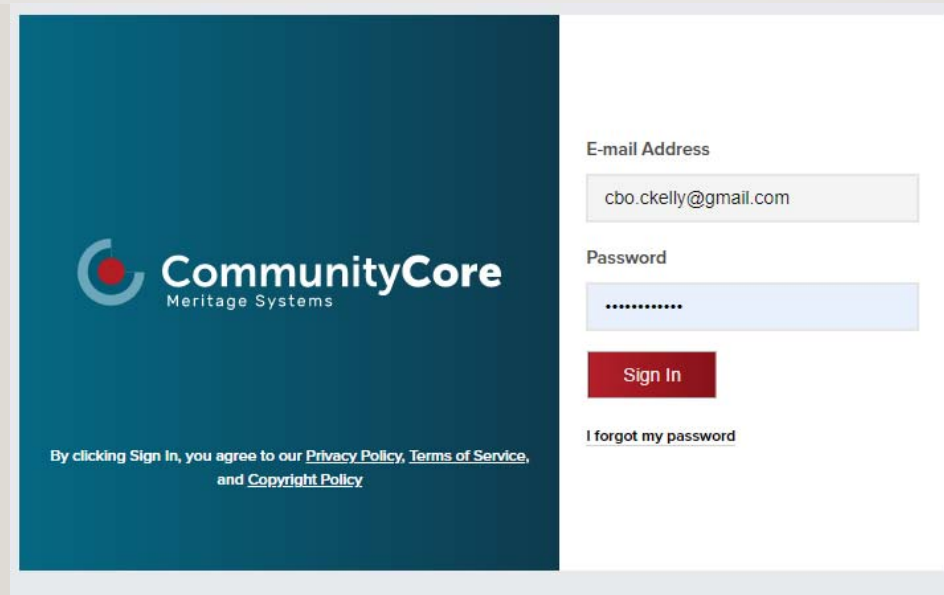
## Registering for: Moncks Corner

Your registration request has been completed. Please check your email to complete the setup process and update your profile within 24 hours.

Login

# LOG IN

---



The login form is presented in a white box with a dark teal background on the left side. The teal background features the CommunityCore logo, which consists of a stylized 'C' with a red dot, followed by the text 'CommunityCore' and 'Meritage Systems' below it. At the bottom of the teal section, there is a line of text: 'By clicking Sign In, you agree to our [Privacy Policy](#), [Terms of Service](#), and [Copyright Policy](#)'.

The right side of the form is white and contains the following elements:

- E-mail Address:** A label above a text input field containing the email address 'cbo.ckelly@gmail.com'.
- Password:** A label above a password input field filled with ten dots.
- Sign In:** A red button with white text.
- I forgot my password:** A text link below the sign in button.

<https://app.communitycore.com/>

# CREATE APPLICATION

The screenshot shows the 'CommunityConnect' web application interface. On the left is a dark blue sidebar with a 'WORK' section containing links for 'Permits', 'Payments', 'Inspections', 'Projects', and 'Submittals'. The main content area is titled 'Permits' and features a table with the following columns: PERMIT NUMBER, ADDRESS, PERMIT TYPE, STATUS, EXPIRES, and CREATED. Below the table, it states 'No records available'. In the top right corner of the main area, there is a 'Create Application' button. A red arrow points from the text 'Click Here' to this button. At the bottom right of the main area, it says 'Total: 0'.

Click Here

# CATEGORY AND PERMIT TYPE (DESCRIPTION ON NEXT SLIDE)

The screenshot displays the 'CommunityCore' web application interface. The top navigation bar includes the logo and the breadcrumb 'Moncks Corner > Moncks Corner > Permits'. A dark sidebar on the left lists navigation options under 'SETUP' (Users) and 'WORK' (Dashboard, Search, Permits, Inspections, Projects, Submittals, Plan Reviews, Contractors, Businesses, Misc. Fees, Cases, Properties, Reports). The main content area is titled 'Permit Application for Moncks Corner' and contains two dropdown menus: 'Category' and 'Permit Type\*'. Both dropdowns currently show 'Select item...'. Below the dropdowns are 'Cancel' and 'Next' buttons. In the bottom right corner, there is a checkbox labeled 'Test Permit'.



# SELECT CATEGORY AND PERMIT TYPE

|                           |   |
|---------------------------|---|
| One Stop                  | Business License, Signs, Temporary Building, Vehicle Restoration                          |
| Miscellaneous             | Change of Use, Fireworks, Pool/Hot Tub, Tents   |
| Public Works              | Encroachment, Stormwater, Tree Removal  |
| Residential Miscellaneous | Residential - Demolition  |
| Residential Alteration    | Residential Alterations, Residential Additions, Residential Accessory Building Alteration |
| Residential New           | Accessory Building, Manufactured or Modular Building, Townhome, Single Family Dwelling    |
| Residential One Stop      | Deck, Electrical, Plumbing, Mechanical, Gas, Roofing, Solar                               |
|                           |   |

# COMPLETE PERMIT APPLICATION

CommunityConnect

WORK

- Permits
- Payments
- Inspections
- Projects
- Submittals

## Permit Application for Moncks Corner

Permit Type: Residential Alteration

Applicant Name\* E-Mail Phone

Description of Work +

Jobsite Address

Change address: Search

Address 1\* Address 2 City\* State\* Zip code\*

Latitude Longitude ?

Property Owner

Name  Same as Applicant

Address  Same as Property Address Address 2

Cancel Save Application Documents Required

# COMPLETE APPLICATION AND SAVE

CommunityConnect

WORK

- Permits
- Payments
- Inspections
- Projects
- Submittals

## Permit Application for Moncks Corner

Moncks Corner SC 29461

Owner Primary Phone Owner Secondary Phone E-mail

Estimated Valuation 60000 Additional Floors SqFt Decimal

Covered Porch SqFt Decimal Crawlspace SqFt Decimal

Deck SqFt Decimal Garage SqFt Decimal

Main Floor SqFt Decimal Total Square Footage Decimal

Occupancy Classification Select item... Construction Type Select item...

Auto Sprinkler System Provided Select item... Auto Sprinkler System Required Select item...

# Stories Integer

Cancel Save Application

Documents Required

# MARK HOMEOWNER IS CONTRACTOR

- This is only if you are doing the work yourself.
- If you are hiring a contractor the contractor must pull the permit.

The screenshot shows the 'CommunityConnect' web application interface. On the left is a dark sidebar with a menu under 'WORK' and 'PERMITS'. The main content area is titled 'Address' and contains the following fields:

- Permit Applicant**
  - Name: Example
  - E-Mail: abc@1234.com
  - Phone: (555) 555-5
- Homeowner is contractor
- Jobsite Address**
  - Change address: Search
  - Address 1: 118 Carolina Avenue
  - Address 2:
  - City: Moncks Corner
  - Latitude: 33.1952363
  - Longitude: -80.0055859
- Property Details**

# UPLOAD ALL PLANS

The screenshot shows the 'CommunityConnect' web application interface. On the left is a dark blue sidebar with a 'WORK' section containing 'PERMITS' and a 'Draft Application' card. The 'Draft Application' card lists: 'Permit Type: Residential Alteration', '118 Carolina Avenue Moncks Corner 29461', and a list of sections: 'Address', 'Contractors', 'General', 'Permit Fields', 'Contacts', and 'Documents'. The 'Documents' section is highlighted with a red bar. The main content area is titled 'Documents' and contains two tables. The first table has columns 'REQUIRED DOCUMENT' and 'DESCRIPTION', with one row containing 'Plans/Documents' in both. Below this table is an 'Upload' button with a plus icon, which is highlighted by a red arrow and the text 'Click Here'. The second table has columns 'UPLOADED DOCUMENT' and 'NOTES', with the text 'No records available.' below it. At the bottom of the page, there is a footer with a 'Save Application' button, a 'Cancel' link, a checkbox labeled 'I have uploaded all required documents', and a 'Submit Application' button.

# CHECK “I HAVE UPLOADED ALL REQUIRED DOCUMENTS” AND CLICK SUBMIT APPLICATION

CommunityConnect

WORK  
PERMITS

Draft Application  
Permit Type: Residential Alteration  
18 Carolina Avenue Moncks Corner 29461

- Address
- Contractors
- General
- Permit Fields
- Contacts
- Documents

### Documents

| REQUIRED DOCUMENT | DESCRIPTION     |
|-------------------|-----------------|
| Plans/Documents   | Plans/Documents |

Upload

| UPLOADED DOCUMENT | NOTES |
|-------------------|-------|
| 08182001          |       |

Save Application    Cancel     I have uploaded all required documents    Submit Application

## NEXT STEPS

---

- Application processing and plan reviews may take 14 business days.
- Please allow time for processing and reviews.
- Monitor email for notices about your submittal.
- You can also monitor the status by logging into CommunityCore.
- Once the permit is issued you can schedule inspections through the CommunityCore site.