



JOSEPH P. RILEY, JR.
MAYOR

City of Charleston
South Carolina

BARBARA W. VAUGHN
DIRECTOR
PUBLIC INFORMATION

For Release: June 8, 2015

CITY OFFICES MOVE TO NEW GAILLARD MUNICIPAL COMPLEX

Charleston, S.C. – On June 11-15, City of Charleston offices located on the 3rd floor of 75 Calhoun Street will be moving to the new Gaillard Municipal Complex at 2 George Street. The departments and divisions relocating include Public Service; Planning, Preservation and Sustainability; Process and Service Improvement; Revenue Collections and the Fire Marshal.

During the move, **all City offices located at 75 Calhoun Street will close at 12 p.m. on Friday, June 12.** Business License, Zoning, BAR and other boards, Plan Review, Building Permit, Fire Permit, Encroachments and Engineering Permit applications and plan sets will not be accepted during the closure 12 p.m., Friday, June 12 – 1 p.m., Monday, June 15. *The submittal deadline for Technical Review Committee (TRC) and Board of Architectural Review (BAR) will be extended to 5 p.m. on Monday, June 15th to accommodate for the closure.*

All Building and Fire Inspections can be requested and scheduled as normal on June 12th – June 15th.

On Monday, June 15, all City offices newly located at the Gaillard Municipal Complex will open at 1 p.m.

The Gaillard Municipal Complex features the new City of Charleston Permit Center. Located on the first floor, the Permit Center will accept Business License, Zoning, BAR and other board, Plan Review, and Permit applications and plan sets.

Encroachments and Engineering Permit applications and plan sets will be submitted to the Public Service Office located on the second floor of the Gaillard Municipal Complex.

Mayor Joseph P. Riley, Jr. said, “Consolidating city offices in the Gaillard Municipal Complex will make city operations more proficient and provide a one-stop-shop, making it even easier to apply for permits, licenses and submit plans.”

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