



City of Charleston

Certificate of Construction Completion Request Form
a.k.a. Certificate of Occupancy

View Permit and Inspection Status - charleston-sc.gov/cap (account log in not required)

Please Send Requests - inspections@charleston-sc.gov

To obtain a certificate for permitted and completed construction, it shall be the duty of the permit holder to verify the following approvals, as applicable for the project, are complete prior requesting the certificate.

Please allow three (3) business days to process

Form fields for Date of Request, Permit Number, Project Address, Property Owner, Requestor, Telephone No., and Requestor's Email.

- List of project requirements including approvals from BAR, Zoning & Codes Division, Design Review Board, Engineering Division, and Fire Marshals Division.

COMMENTS section with three horizontal lines for text entry.