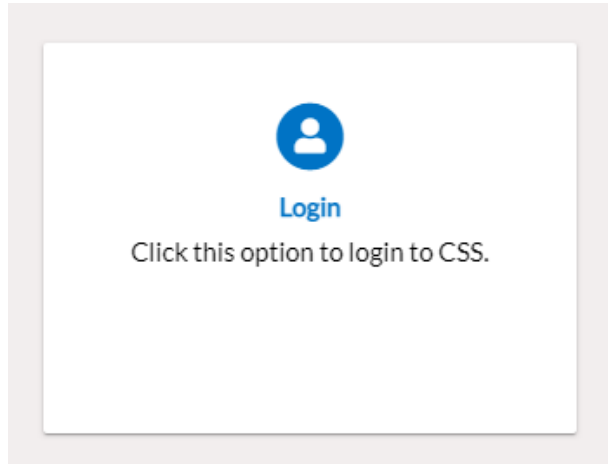


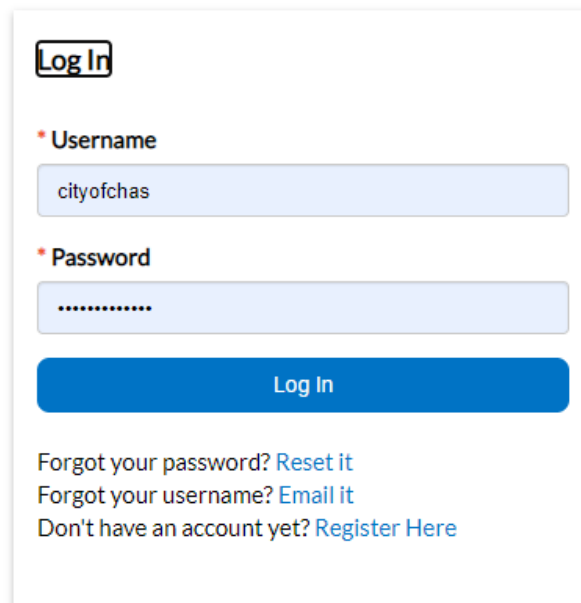
Customer Self Service (CSS) How to Print a Permit Placard

Scheduling Inspections

1. Go to: Charleston-sc.gov/permitcentercss and click on “Login.”

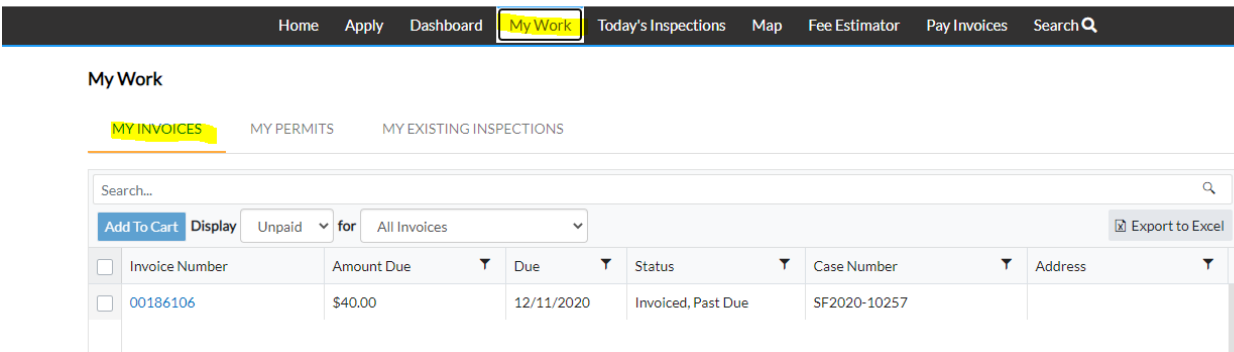
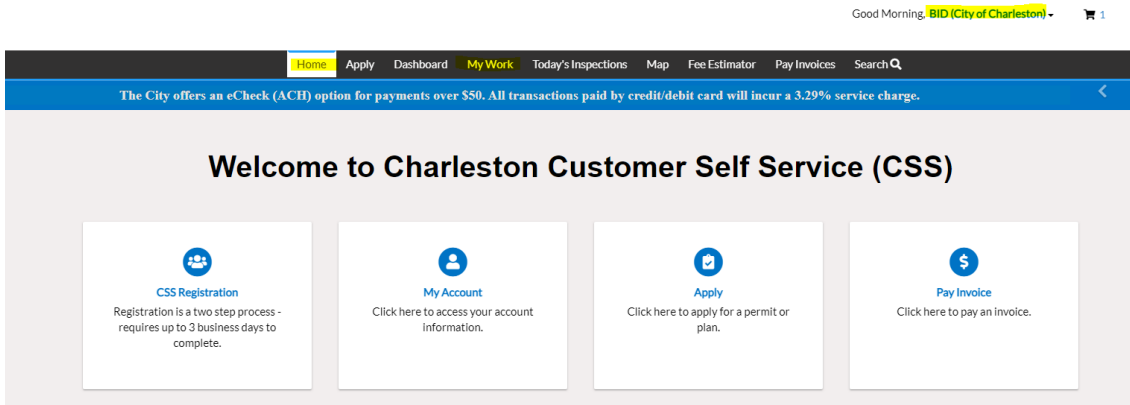


2. Enter in your email address you used to register and your password, and then click “Log In.” Your CAP account credentials will have moved over to CSS, so the username will be the same. The password would have been reset when you first logged in to CSS.

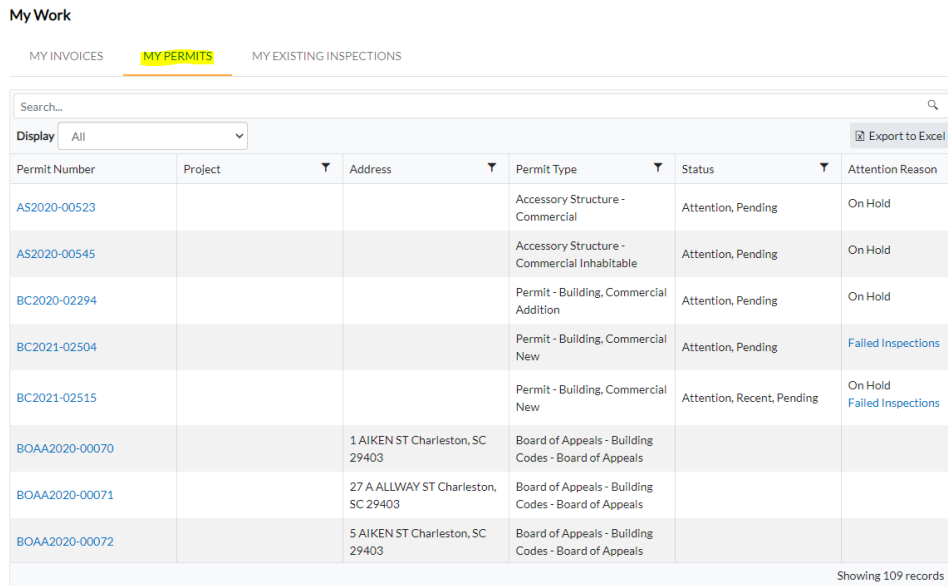
A screenshot of a login form on a white background. At the top left, there is a blue button with the text "Log In" in white. Below this, there are two required fields: "* Username" and "* Password". The username field contains the text "cityofchas". The password field is filled with dots. At the bottom of the form, there is a large blue button with the text "Log In" in white. Below the button, there are three lines of text with links: "Forgot your password? [Reset it](#)", "Forgot your username? [Email it](#)", and "Don't have an account yet? [Register Here](#)".

2 – City of Charleston – CSS – How to Print a Permit

3. Once you are logged in, it will still show the Home page, but it should now show that you are signed in. You will need to click over to the My Work tab to bring up all open permits associated with your account.



4. A new page will appear listing the invoices associated with your account. You will need to click over to the My Permits tab from the My Invoices tab to see the list of permits.




3 – City of Charleston – CSS – How to Print a Permit

5. Once you select a permit from the list, it will bring up a Permit Details page. Locate the printer icon on the top right of the page.

Good Afternoon, [BID \(City of Charleston\)](#) ▾

Home Apply Dashboard My Work Today's Inspections Map Fee Estimator Pay Invoices Search 🔍

Permit Number: SF2020-10182 

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Single Family/Duplex Dwelling - Alteration	Status:	Issued	Project Name:	
IVR Number:	182300	Applied Date:	10/02/2020	Issue Date:	12/08/2020
District:	Peninsula	Expire Date:	06/07/2021		
Square Feet:	0.00	Valuation:	\$36,000.00	Finalized Date:	
Description:	*redo existing kitchen & 2 bathrooms				

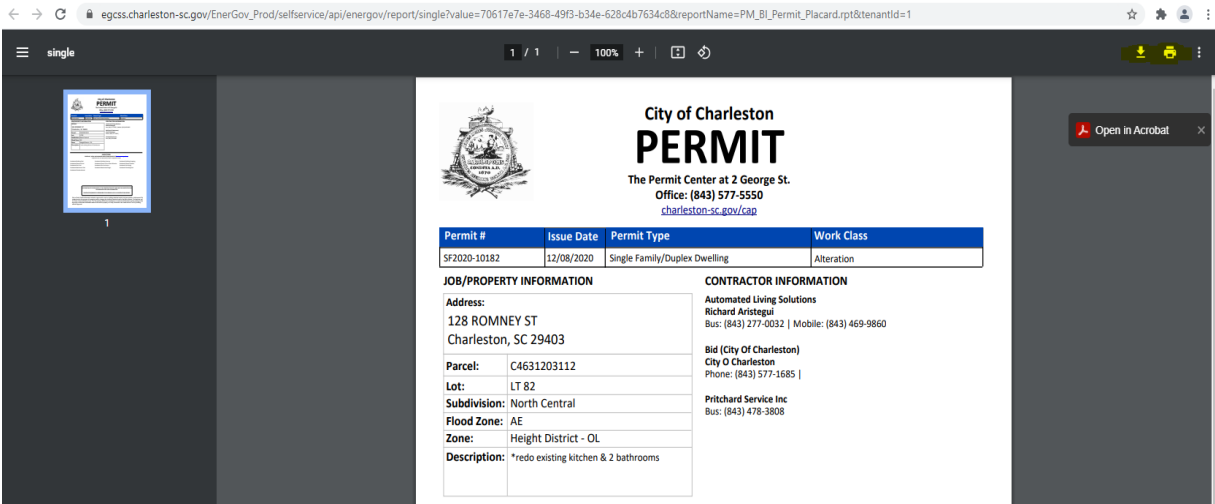
[Summary](#) [Locations](#) [Fees](#) [Reviews](#) [Inspections](#) [Attachments](#) [Contacts](#) [Sub-Records](#) [Holds](#) [More Info](#)

Progress

Workflow


Available Actions

6. Click the printer icon. This will open a new page that contains the permit placard. From there, you should be able to download or print off the placard.



egcss.charleston-sc.gov/EnerGov_Prod/selfservice/api/energov/report/single?value=70617e7e-3468-49f3-b34e-628c4b7634c8&reportName=PM_BI_Permit_Placard.rpt&tenantId=1

single 1 / 1 100%



1

City of Charleston PERMIT

The Permit Center at 2 George St.
Office: (843) 577-5550
charleston-sc.gov/cap

Permit #	Issue Date	Permit Type	Work Class
SF2020-10182	12/08/2020	Single Family/Duplex Dwelling	Alteration

JOB/PROPERTY INFORMATION		CONTRACTOR INFORMATION	
Address: 128 ROMNEY ST Charleston, SC 29403		Automated Living Solutions Richard Aristegui Bus: (843) 277-0032 Mobile: (843) 469-9860	
Parcel:	C4631203112	Bid (City of Charleston) City of Charleston Phone: (843) 577-1685	
Lot:	LT 82	Pritchard Service Inc Bus: (843) 478-3038	
Subdivision:	North Central		
Flood Zone:	AE		
Zone:	Height District - OL		
Description:	*redo existing kitchen & 2 bathrooms		

Open in Acrobat