

Customer Self Service (CSS) How to Search Public Records

1. Please go to the CSS website: Charleston-sc.gov/permitcentercss

Good Afternoon, Guest ▾

Home Apply Today's Inspections Map Fee Estimator Pay Invoices Search

The City offers an eCheck (ACH) option for payments over \$50. All transactions paid by credit/debit card will incur a 3.29% service charge.

Welcome to Charleston Customer Self Service (CSS)

CSS Registration
Registration is a two step process - requires up to 3 business days to complete.

Login
Click this option to login to CSS.

Apply
Click here to apply for a permit or plan.

Pay Invoice
Click here to pay an invoice.

Search Public Records
Click here to search existing permits, plans, inspections, and licenses.

Request Inspection
Click here to request an inspection on an existing record.

City of Charleston Website
Click here to access the City's website.

Freedom of Information Act Request (FOIA)
Click here to access FOIA

2. Select the '**Search Public Records**' tile which takes you to the '**Public Information**' page

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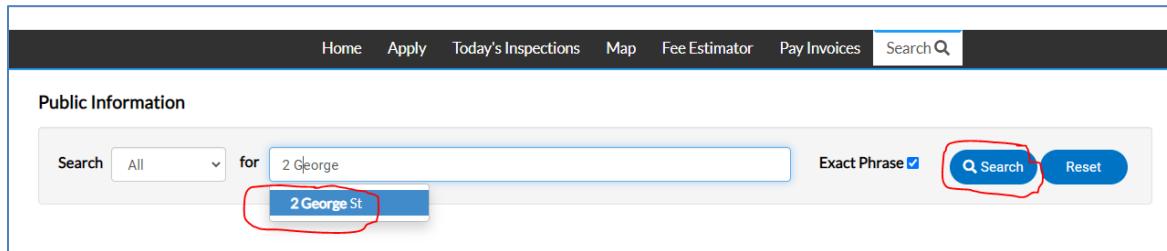
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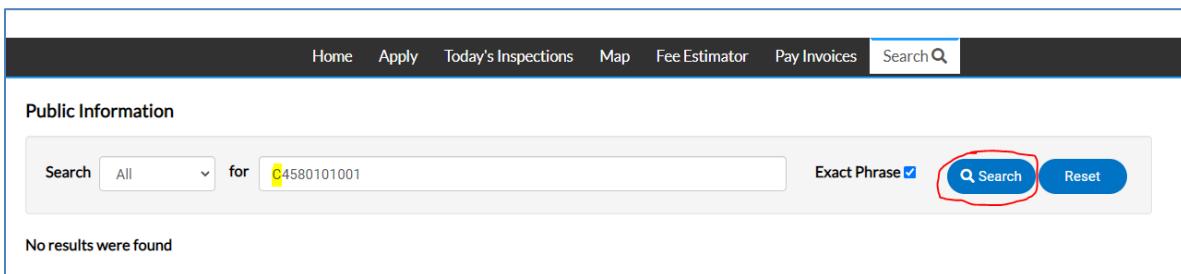
3. On the ‘Public Information’ page, use the search bar to refine your inquiry by City address or City parcel number (TMS number), then click



The screenshot shows the 'Public Information' search interface. The search bar contains '2 George'. A red box highlights the '2George St' button below the search bar. The 'Search' button is also highlighted with a red circle.

Note: when entering a parcel number (TMS number):

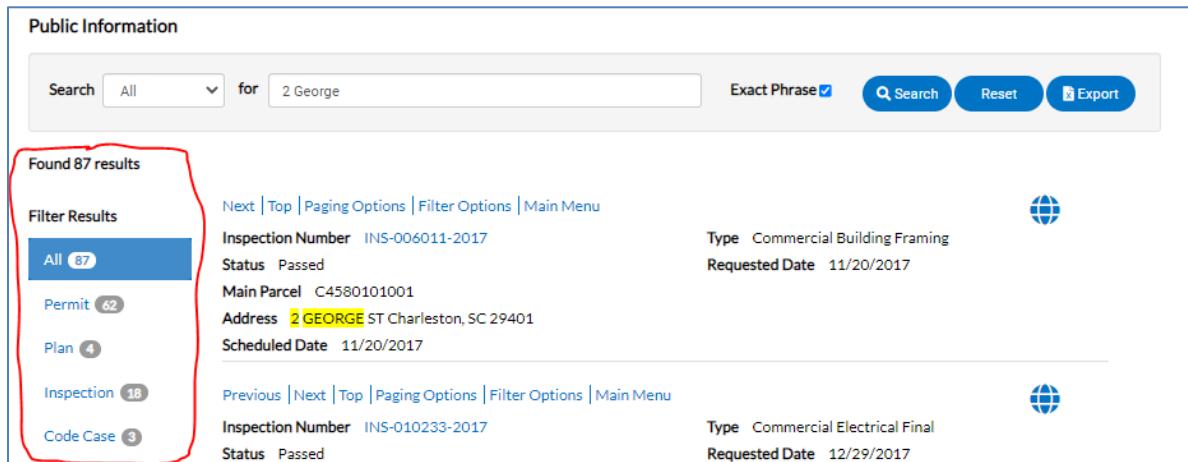
- Please include a 'C' at the beginning if the parcel is in Charleston County – C4580101001
- Please include a 'B' at the beginning if the parcel is in Berkeley County - B2750000177



The screenshot shows the 'Public Information' search interface. The search bar contains 'C4580101001'. The 'Search' button is highlighted with a red circle.

4. Once the search results display, address:

The user can then refine the data by selecting ‘Permits’ cases, ‘Plan’ cases (these are not construction plans), ‘Inspection’ cases and ‘Code Case’ cases.

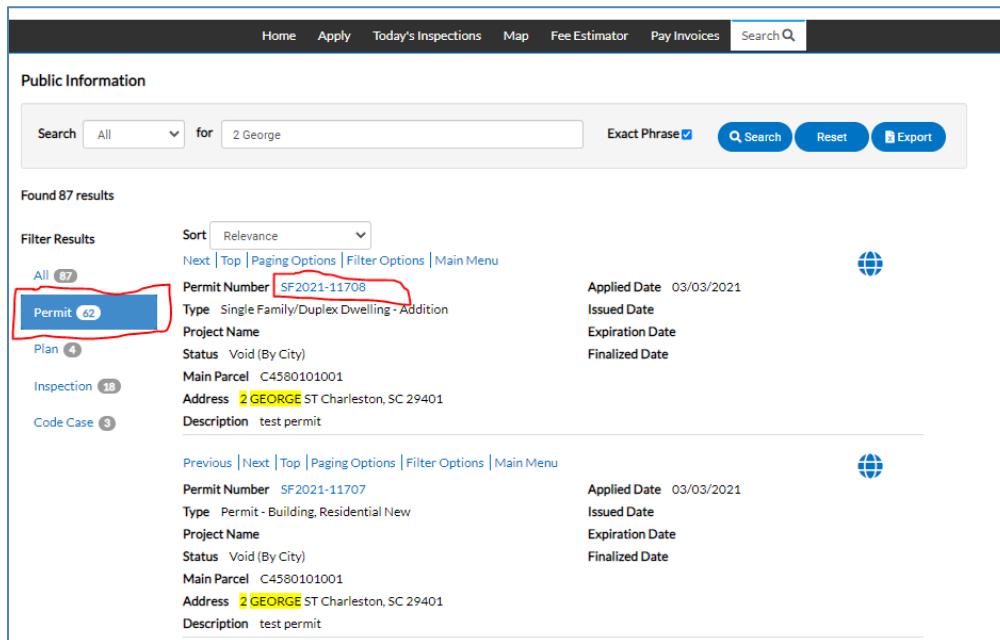


The screenshot shows the search results page. A red box highlights the 'Filter Results' sidebar, which includes buttons for 'All 87', 'Permit 62', 'Plan 4', 'Inspection 18', and 'Code Case 3'. The main content area shows two case entries:

Case Type	Case ID	Address	Type	Requested Date
Permit	INS-006011-2017	2 GEORGE ST Charleston, SC 29401	Commercial Building Framing	11/20/2017
Inspection	INS-010233-2017		Commercial Electrical Final	12/29/2017

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The user can also select an individual case by clicking on the case number hyperlink, which displays the case dashboard. From the dashboard, the user can view case details – Fees, Reviews, Inspections, Attachments, Contacts, Sub-Records, More Information



Public Information

Search All for 2 George Exact Phrase

Found 87 results

Sort: Relevance

All (87)

Permit (62)

Plan (4)

Inspection (18)

Code Case (3)

Permit Number: SF2021-11708

Type: Single Family/Duplex Dwelling - Addition

Project Name:

Status: Void (By City)

Main Parcel: C4580101001

Address: 2 GEORGE ST Charleston, SC 29401

Description: test permit

Applied Date: 03/03/2021

Issued Date:

Expiration Date:

Finalized Date:

Permit Number: SF2021-11708

Type: Permit - Building, Residential New

Project Name:

Status: Void (By City)

Main Parcel: C4580101001

Address: 2 GEORGE ST Charleston, SC 29401

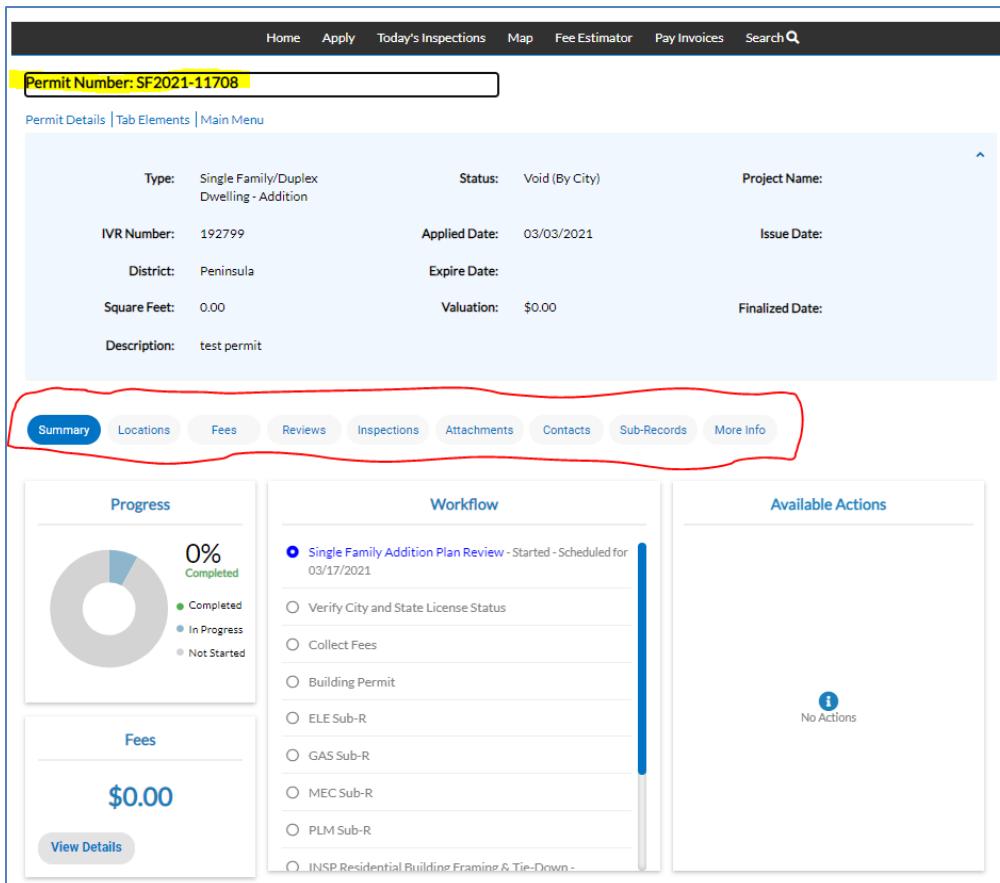
Description: test permit

Applied Date: 03/03/2021

Issued Date:

Expiration Date:

Finalized Date:



Permit Number: SF2021-11708

Permit Details | Tab Elements | Main Menu

Type: Single Family/Duplex Dwelling - Addition Status: Void (By City) Project Name:

IVR Number: 192799 Applied Date: 03/03/2021 Issue Date:

District: Peninsula Expire Date:

Square Feet: 0.00 Valuation: \$0.00 Finalized Date:

Description: test permit

Summary

Progress
0% Completed
Completed (green dot)
In Progress (blue dot)
Not Started (grey dot)

Fees
\$0.00

Workflow

- Single Family Addition Plan Review - Started - Scheduled for 03/17/2021
- Verify City and State License Status
- Collect Fees
- Building Permit
- ELE Sub-R
- GAS Sub-R
- MEC Sub-R
- PLM Sub-R
- INSP Residential Building Framing & Tie-Down -

Available Actions
No Actions

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The results can be exported into a .csv file

