

Customer Self Service (CSS)

How to View Plan Review Comments

1. After logging into your CSS account, open your project through the *My Work* tab.

[Home](#) [Apply](#) [Dashboard](#) [My Work](#) [Today's Inspections](#) [Map](#) [Fee Estimator](#) [Pay Invoices](#) [Search](#)

My Work

[MY INVOICES](#) [MY PERMITS](#) [MY PLANS](#) [MY EXISTING INSPECTIONS](#) [REQUEST INSPECTIONS](#)

<input style="width: 100%; height: 1.2em; border: 1px solid #ccc; margin-bottom: 5px;" type="text"/> Search...							
Display		All					
Permit Number	Project	Address	Permit Type	Status	Attention	Reason	
EP2022-07753		517 OLD COMPASS RD Ch...	Engineering Permit (ROW) - ...	Recent, Pending			
BC2021-03112		102 PRESIDENT ST Charles...	Permit - Building, Commerci...	Pending			
BC2021-03107		1125 PITTSFORD CIR Charl...	Permit - Building, Commerci...	Active			
BC2019-01802		487 MEETING ST Charlest...	Permit - Building, Commerci...	Active, Attention	Unpaid Fees Inspection Not Pass		
SF2021-14180		723 LEAFWOOD RD Charle...	Permit - Building, Residentia...	Active, Attention	Inspection Not Pass		
EP2018-02091		2691 COLONEL HARRISO...	Engineering Permit (ROW) - ...				
FNCR2021-01100		1620 WILTON ST Charlest...	Permit - Fence, Residential ...	Attention, Pending	On Hold Review Not Approv		
BC2021-02682		2 GEORGE ST Charleston, S...	Permit - Building, Commerci...	Attention, Pending	On Hold		
SF2021-13356			Permit - Building, Residentia...	Attention, Pending	On Hold Review Not Approv		

Showing 54 records. Limited to the last 2000 records

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2. This is the homepage of a permit. Click the *Review Tab*

Permit Number: BC2021-03112

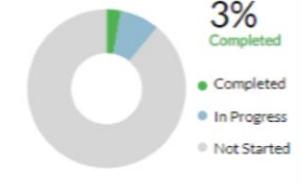
Permit Details | Tab Elements | Main Menu

Type:	Permit - Building, Commercial New	Status:	Applied	Project Name:
IVR Number:	213452	Applied Date:	12/28/2021	Issue Date:
District:	Peninsula	Expire Date:		
		Valuation:	\$26,500,000.00	Finalized Date:
Description:	six story mixed use to include parking, amenities, retail, ground floor lobby, upper floors, 101 units for student housing.(submitted floodproofing plan)			

Summary Locations Fees **Reviews** Inspections Attachments Contacts Sub-Records More Info

Project Summary

Progress



3% Completed

- Completed
- In Progress
- Not Started

Fees

▲ ▾ ▶ ▶

Workflow

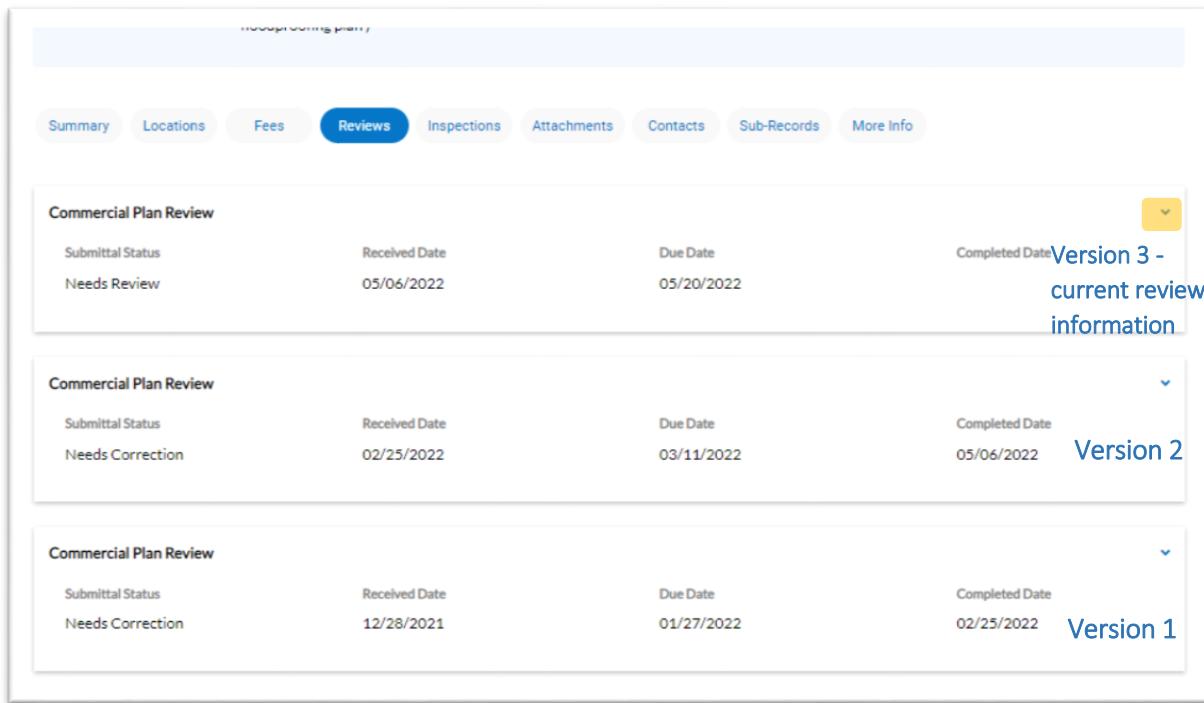
- Commercial Plan Review - Not Passed : 05/06/2022
- Commercial Plan Review - Started - Scheduled for 05/20/2022
- LINK PLAN TRC-SP - TRC - Site Plan - Started
- PLAN BAR - Started
- Verify City and State License Status
- Collect Fees
- Download Documents

Available Actions

No Actions

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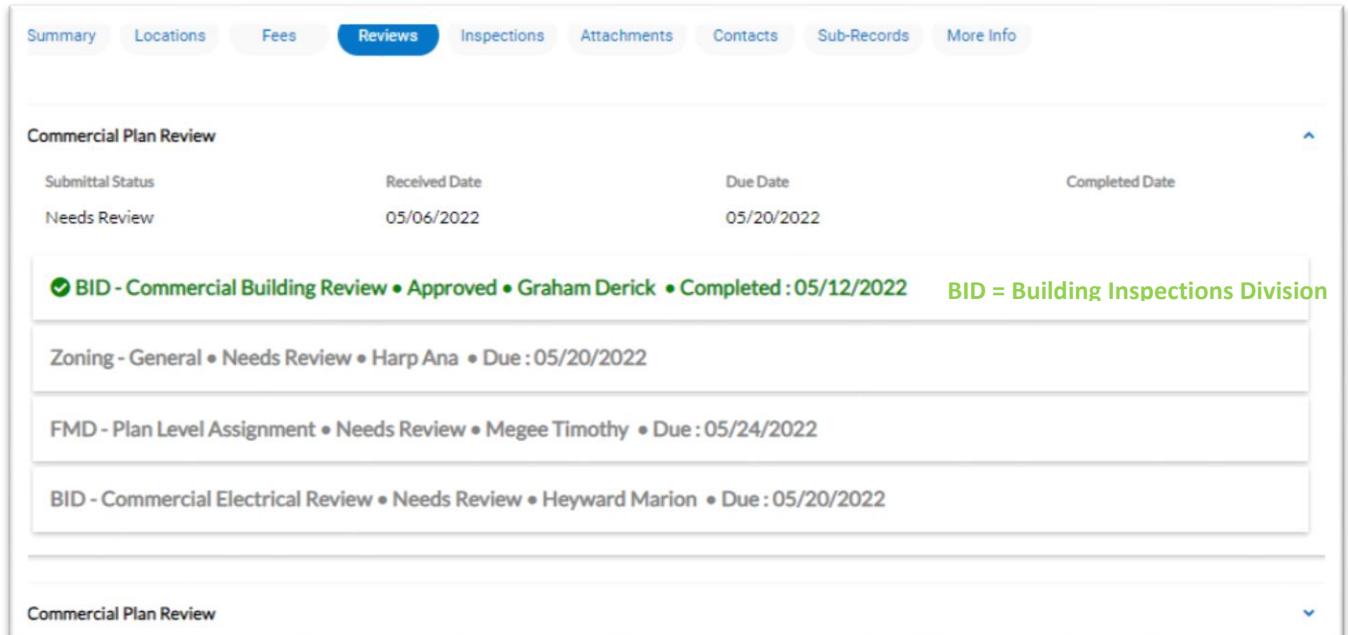
3. This example shows this project has gone through multiple reviews. Click the arrow to expand the review.



The screenshot shows a software interface for managing plan reviews. At the top, there is a navigation bar with tabs: Summary, Locations, Fees, **Reviews**, Inspections, Attachments, Contacts, Sub-Records, and More Info. The **Reviews** tab is currently selected. Below the navigation bar, there are three expandable sections, each labeled "Commercial Plan Review".

- Version 3 - current review information**: Submittal Status: Needs Review; Received Date: 05/06/2022; Due Date: 05/20/2022; Completed Date: 05/06/2022.
- Version 2**: Submittal Status: Needs Correction; Received Date: 02/25/2022; Due Date: 03/11/2022; Completed Date: 05/06/2022.
- Version 1**: Submittal Status: Needs Correction; Received Date: 12/28/2021; Due Date: 01/27/2022; Completed Date: 02/25/2022.

Once expanded, the individual review statuses can be viewed:



The screenshot shows the same software interface as the previous one, but with the "Reviews" section expanded. The expanded section contains the following details:

- BID - Commercial Building Review**: Status: Approved; Approver: Graham Derick; Completed Date: 05/12/2022. A note indicates: **BID = Building Inspections Division**.
- Zoning - General**: Status: Needs Review; Assignee: Harp Ana; Due Date: 05/20/2022.
- FMD - Plan Level Assignment**: Status: Needs Review; Assignee: Megee Timothy; Due Date: 05/24/2022.
- BID - Commercial Electrical Review**: Status: Needs Review; Assignee: Heyward Marion; Due Date: 05/20/2022.

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4. To view plan review comments, there are two areas to look. One is within the plan review step.

Commercial Plan Review Arrow to expand 

Submittal Status	Received Date	Due Date	Completed Date
Needs Correction	02/25/2022	03/11/2022	05/06/2022

① Zoning - General • Needs Correction • Harp Ana • Completed : 03/11/2022 Arrow to expand 

Due Date	Completed Date
03/11/2022	03/11/2022

Comment Comments made by reviewer

Pending TRC approval, pre-con meeting and initial inspections.

① FMD - Plan Level Assignment • Needs Correction • Megee Timothy • Completed : 03/17/2022

Due Date	Completed Date
03/16/2022	03/17/2022

① BID - Commercial Electrical Review • Needs Correction • Heyward Marion • Completed : 03/18/2022 Arrow to expand 

Due Date	Completed Date
03/25/2022	03/18/2022

Comment

Needs Electrical Comcheck

✓ Substantial Improvement/Damage Review • Approved • Graham Derick • Completed : 04/11/2022

BID - Commercial Building Review • Not Required • Graham Derick • Completed : 05/06/2022

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5. Plan review comments can also be found under the attachments section:

Attachments | Next Tab | Permit Details | Main Menu

Attachments Sort

 Attachment BID - approved plans.pdf Uploaded: 01/28/2022	 Attachment 102 President St_bid approved revised plan.pdf Uploaded: 04/11/2022	 Attachment BID plan review comments _102 President.pdf Uploaded: 02/09/2022 Building Plan Review Comments	 Attachment 2022-02-14_F&LS Plan Review_On hold.pdf Uploaded: 02/14/2022
 Attachment 2022-03-17_F&LS Plan Review_On hold.pdf Uploaded: 03/17/2022 Fire Marshal Comments	<p>Select Type <input type="button" value="▼"/></p> <p>Add Attachment</p> <p>+</p> <p>Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf, ...</p>		