



SUBMITTAL REQUIREMENTS FOR BAR-PERMITS

(PAINTING, REPAIRS AND REPLACEMENTS IN KIND)
(FENCES, WALLS AND SITE WORK)

CITY OF CHARLESTON
2 George Street, Third Floor

DEPARTMENT OF PLANNING, PRESERVATION AND SUSTAINABILITY
Charleston, South Carolina 29401

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GENERAL INFORMATION:

The Board of Architectural Review (BAR) reviews all exterior work visible from any public right-of-way or elevated roadway, including new construction, alterations and renovations, within the City's Historic Districts. Most projects will require review by the Board, while others can be handled by staff. The City Architect/Preservation Officer will determine the applicable level of review based on the scope of work.

SUBMITTAL REQUIREMENTS for Paint Color Change:

- ☐ Completed BAR application form
- ☐ Completed "paint color schedule" form
- ☐ Photographs of all sides of the structure.
 - Please provide digital photos to be added to the permit. Google Images and older photos in our files do not always accurately represent the current conditions of the structure.
- ☐ Proposed Paint Samples can be affixed to color schedule. An on-site color sample of 3'x3' may be required at staff's discretion.

SUBMITTAL REQUIREMENTS for Simple Repairs, repainting and Replacements In-Kind:

- ☐ Completed BAR application form
- ☐ Photographs of all sides of the structure visible from the public right-of-way and close-up views of areas to be repaired.
 - Photos should be of enough clarity and detail to show rot and deterioration, if applicable.
 - For historic windows, photos should document each window being repaired or replaced (one photo showing "typical" conditions is not acceptable for replacement of multiple units).
 - Please provide digital photos to be added to the permit. Google Images and older photos in our files do not always accurately represent the current conditions of the structure.
- ☐ Cut sheets may be required in some instances (light fixtures, replacement windows and shutters, etc.)

SUBMITTAL REQUIREMENTS for Fences, Walls, and Site Work:

- ☐ Completed application form
- ☐ Digital version of the following documents emailed to permits@charleston-sc.gov, provide a flash drive at the Permit Center, or submitted online through Charleston Customer Self Service (CSS):
 - ☐ Site Plan, to scale, depicting:
 - Existing and proposed layout of all driveways, walkways, parking areas, entrance and exit drives, loading areas, walls, gates, etc.
 - Existing building(s) adjacent to the property.
 - Any demolition of existing site features
 - ☐ Architectural drawings, to scale, depicting:
 - Elevations (including general notations regarding materials and dimensions) of proposed walls, fences, gates, etc.
 - Section of proposed walls/fences to depict method of construction.
 - ☐ Material selections including:
 - Samples, brochures, and/or photographs for *atypical materials* (i.e., paving material or specific type of brick) and not for wood, stucco, etc.
 - ☐ Photographs of all sides of existing site and structure (if any). Also include photographs of surroundings sufficient to explain context. This includes, but is not limited to, buildings, signs, and site features

Alterations for Categories 1 and 2 structures will require Board review. All submittal documents (plans, photographs, etc.) must be provided digitally as one combined PDF and submitted through the Charleston Customer Self Service (CSS). Digital presentations will not be accepted via email, after the deadline, or during the meeting.