

BAR CSS Submittals

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Welcome to Charleston Customer Self Service (CSS - TEST)



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

This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.



Request Inspection

Click here to request an inspection on an existing record.



How to Use and Navigate CSS

Click here to access user guides and FAQs.



Freedom of Information Act Request (FOIA)

Click here to access FOIA

Do not refresh or leave page without saving a draft or all progress will be lost

Apply for Plan - Board of Architectural Review

REQUIRED



LOCATIONS

Select "Add Location" to search by TMS# or Address. Please include all applicable parcels.

Location

Add Location

+

REQUIRED

Create Template

Save Draft

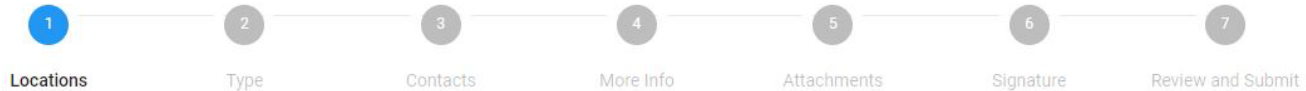
Next

Input the primary address of project

- **DO NOT** submit multiple applications for multiple addresses / TMS numbers
- Indicate additional addresses in the description

Apply for Plan - Board of Architectural Review

*REQUIRED



LOCATIONS

Select "Add Location" to search by TMS# or Address. Please include all applicable parcels.

Type: Location

2 GEORGE ST , Charleston,
SC 29401

Main Address ☒

Parcel Number

C4580101001

Main Parcel ☒

Remove

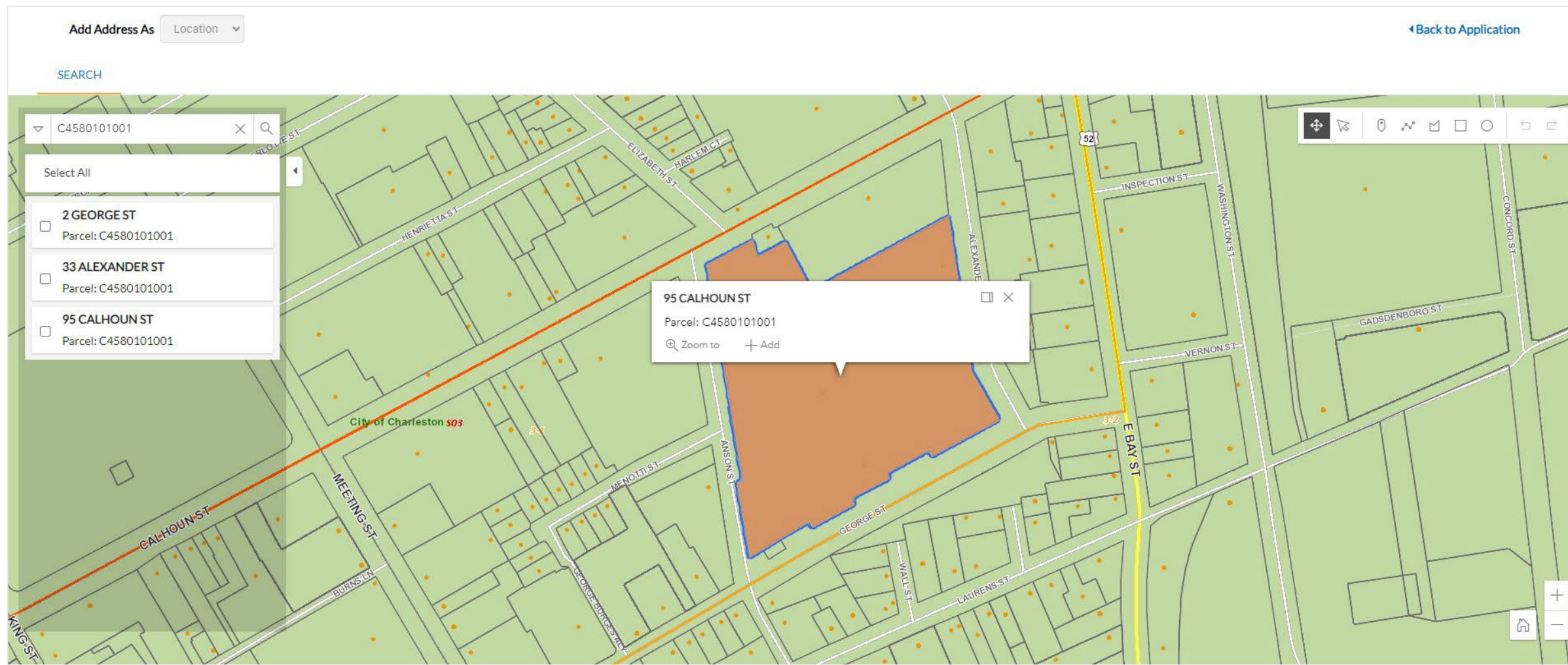
Create Template

Save Draft

Next

Type address in search bar

- Directional streets should be abbreviated: N, S, E, W
- For multiple street numbers input each address separately (ie. search 75 Calhoun, not 75 – 85 Calhoun)
- TMS numbers start with “C” for city of Charleston parcels (C4580101001) no hyphens or spaces
- ½ addresses must be typed as fraction (2 ½ George not 2.5 George)



You are submitting for the
Board of Architecture Review

Provide a detailed scope of work

Input square footage of entire project

Cost of project scope of work

Apply for Plan - Board of Architectural Review *REQUIRED

1

2

3

4

5

6

7

LocationsTypeContactsMore InfoAttachmentsSignatureReview and Submit

PLAN DETAILS

Square Feet: Note the total square footage of the project. The size of the project determines which board, BAR-Small or BAR-Large, will review the project. Generally, BARS reviews projects 10,000sqft or less in size and BAR-L reviews projects greater than 10,000sqft.

Valuation: Enter the total estimated construction cost, which includes all involved labor and materials, valued at the current retail market, plus overhead and profit (total contract price). Valuation is used to calculate review fees, please refer to the Planning Dept Fee Schedule. (www.charleston-sc.gov/bar)

Note: Fields with an asterisk(*) are required.

* Plan Type

Board of Architectural Review

* Description

*provide scope of work here

* Square Feet

*square footage of entire project

Square Feet is required and must be between 0 and 2147483647.

* Valuation

*cost of project scope listed above

Valuation is required and must be between 0 and 2147483647.

Back

Create Template

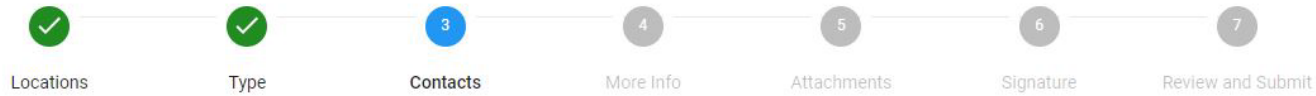
Save Draft

Next

If you do not have addition contacts to list, click next

Apply for Plan - Board of Architectural Review


*REQUIRED



CONTACTS

Select/add all contacts associated with the project such as: design professionals, property, owner(s), contractors, etc. The Applicant will be the billing contact.

Applicant



(You)

2 George St , Charleston, SC ,
29401

Select Type

Add Contact

+

Back

Create Template

Save Draft

Next

Use the search function to add all additional contacts with a CSS account

Search additional contacts here by name


[◀ Back to Application](#)

Add Contact




Add Contact As Design Professional ▾

Search

My Favorites

Search 

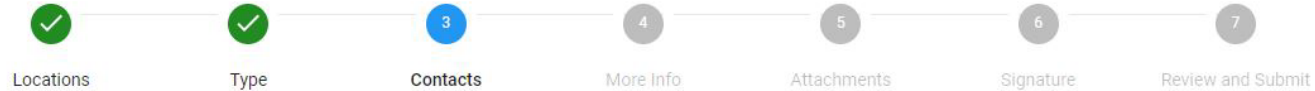
Sort Relevance ▾

Favorite	First Name	Last Name	Company	Action
			City of Charleston PP&S	<div>Add</div>
			City of Charleston	<div>Add</div>
			City of Charleston, Department of Parks, Capital Projects Division	<div>Add</div>

Any contacts added will appear here





Apply for Plan - Board of Architectural Review

*REQUIRED



CONTACTS

Select/add all contacts associated with the project such as: design professionals, property, owner(s), contractors, etc. The Applicant will be the billing contact.

<div>Applicant</div> <div></div> <div>(You)</div> <div>2 George St , Charleston, SC , 29401</div>	<div>Design Professional</div> <div></div> <div>City of Charleston</div> <div>Remove</div>	<div>Select Type </div> <div>Add Contact</div> <div></div>
--	--	--

Back

Create Template

Save Draft

Next

- Please choose your requested meeting date from the “BAR Meeting Schedule” found on our website. Staff will notify you if the requested date is not available (due to project cap). If you select an incorrect day, staff will place your item on the next available meeting date following that day
- If you are unsure which review step to choose, projects should initially be submitted for “conceptual review” as this is the first phase in the BAR review process
- For extensions of previous approvals please choose the level of review you are extending

Apply for Plan - Board of Architectural Review *REQUIRED

✓ Locations
 ✓ Type
 ✓ Contacts
 4 More Info
 5 Attachments
 6 Signature
 7 Review and Submit

MORE INFO

See BAR meeting schedule (www.charleston-sc.gov/bar). | Top | Main Menu

*Requested BAR Board Meeting Date

BAR Type: If the project is 10,000sqft. or less, select BAR-Small. If the project is 10,000 sqft. or more, select BAR-Large.

*BAR Type

*BAR Submittal Review Type

<input checked="" type="checkbox"/>	Conceptual
<input type="checkbox"/>	Preliminary
<input type="checkbox"/>	Final
<input type="checkbox"/>	Demolition
<input type="checkbox"/>	Sample Panel/Mock-up Panel

*Requested Details

<input checked="" type="checkbox"/>	New Construction
<input checked="" type="checkbox"/>	Alterations/Additions
<input type="checkbox"/>	Repairs or Repaint (No Color Change)
<input type="checkbox"/>	Appeal of Staff Denial
<input type="checkbox"/>	Paint Color Change
<input type="checkbox"/>	Demolition Minor (Partial & Accy Bldgs)
<input type="checkbox"/>	Demolition Major (Whole Bldgs)
<input type="checkbox"/>	Signage/Awning

This can include
additional information
from the description

Prior to submitting,
confirm with zoning
that you do not require
additional zoning
approvals

The screenshot shows a web form with the following sections:

- Section 1:** A label ***Please describe complete scope of work in detail** is followed by a large text input area. A red arrow points from the text "This can include additional information from the description" to this input area. The input area contains the placeholder text **complete scope of work here*.
- Section 2:** A label **Requesting additional height/stories based on architectural merit?** is followed by a dropdown menu labeled ***BAR Additional Height**. The dropdown currently shows **No**.
- Section 3:** A paragraph of text: **Prior to BAR review, it is the responsibility of the applicant to obtain zoning approvals or confirm that zoning requirements are met. Failure to do so will result in deferral from the BAR agenda. At least one TRC review is required for BAR-L projects prior to submitting for Board review.** A red arrow points from the text "Prior to submitting, confirm with zoning that you do not require additional zoning approvals" to this paragraph.
- Section 4:** A dropdown menu labeled ***Zoning Approval** currently shows **No**.
- Section 5:** A label **If so, who reviewed the plan and when?** is followed by a large text input area.
- Footer:** At the bottom, there are four buttons: **Back** (blue), **Create Template** (light blue), **Save Draft** (light blue), and **Next** (blue).

Attach all required files

Staff will verify for complete submittals

Submittals that do not include ALL required files will not be accepted

Apply for Plan - Board of Architectural Review *REQUIRED

Locations Type Contacts More Info Attachments Signature Review and Submit

Attachments

Please upload all applicable files for review.

All required documents must be uploaded (format: pdf or jpeg) and must utilize filename nomenclature. If all documents are not provided, the application will be considered incomplete and will not be reviewed or placed on a BAR agenda. The BAR application and detailed submittal requirements can be found at www.charleston-sc.gov/bar. Filename nomenclature should be streetnamestreet#.reviewtype.document.date (ec. Rutledge100.Conceptual.application.02.23.2024)

Required:

- *Signed and completed application (pdf)
-Filename ex: Rutledge100.Preliminary.application.02.23.2024
- *Signed and completed submittal checklist (pdf)
-Filename ex: Rutledge100.Preliminary.checklist.02.23.2024
- *Submittal Package (COMPRESSED pdf)
-Filename ex: Rutledge100.Preliminary.submittal.02.23.2024
 - Presentation for Board Meeting
 - Plan drawings
 - Photos

OPTIONAL:

Additional documents relevant to review (ex. BZA approval, letters of support, etc.)

Signed and Completed...
Add Attachment
+
Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf...
REQUIRED

Signed and Completed...
Add Attachment
+
Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf...
REQUIRED

Submittal Package (COMPRESSED PDF)
Add Attachment
+
Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf...
REQUIRED

Select Type
Add Attachment
+
Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf...

Back Create Template Save Draft Next

If you would like to upload any additional files, please make sure the attachment's type is set to “Charleston”

Apply for Plan - Board of Architectural Review

*REQUIRED

✓

Locations

✓

Type

✓

Contacts

✓

More Info

5

Attachments

6

Signature

7

Review and Submit

Attachments

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-Filename ex: Rutledge100.Preliminary.submittal.02.23.2024
 - Presentation for Board Meeting
 - Plan drawings
 - Photos


OPTIONAL:

Additional documents relevant to review (ex. BZA approval, letters of support, etc.)




Signed and Completed Application (pdf)
completed application.pdf
Size: 30.08 KB

Remove



Signed and Completed Submittal Checklist...
completed checklist.pdf
Size: 32.44 KB

Remove




Submittal Package (COMPRESSED PDF)
submittal package_compressed.pdf
Size: 32.27 KB

Remove

Select Type

Add Attachment



Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf,...

Back

Create Template

Save Draft

Next

Please read carefully before signing

You are submitting a legal document

Apply for Plan - Board of Architectural Review

*REQUIRED

✓

Locations

✓

Type

✓

Contacts

✓

More Info

✓

Attachments

6

Signature

7

Review and Submit

SIGNATURE

I hereby acknowledge by my signature below that this application and submittal are complete and accurate. My signature also confirms that I represent all legal owner(s) of the subject property. I understand that additional information or clarification may be requested during the review process prior to approval. I authorize the subject property to be inspected and posted, and the application to be heard by the Board of Architectural Review (BAR). I understand that applications with incomplete submittals or unpaid invoices will not be placed on a BAR agenda.

With this submittal, I hereby acknowledge the following:

- The application and submittal are COMPLETE AND ACCURATE.
- Incomplete applications or submittals will NOT be placed on a BAR agenda.
- I will be invoiced for the application submittal. I must pay invoice via CSS or in the Permit Center at 2 George St within 2 business days of receiving it. Application submittals with unpaid invoices will NOT be placed on a BAR agenda.
- Staff will notify applicants regarding the status of a submittal being placed on a BAR agenda. Submittal of this application does not guarantee agenda placement.
- I can check the status of this application via Customer Self Service (CSS) at www.charleston-sc.gov/css.
- Automated emails regarding the status of this application may be generated via this online application portal and sent to the applicant. I may need to check Junk/Spam email folders for this information.

* Please type your name as consent to electronically sign this application.

↑Your name here

Enable Type Signature

Your Name

June, 14 2024

X

Your Name

Back

Create Template

Save Draft

Next

Verify all project information is correct

Apply for Plan - Board of Architectural Review

*REQUIRED

✓

Locations

✓

Type

✓

Contacts

✓

More Info

✓

Attachments

✓

Signature

7

Review and Submit

Submit

Locations

Location

2 GEORGE ST , Charleston, SC 29401

Parcel Number

C4580101001

Basic Info

Type

Board of Architectural Review

Description

*provide scope of work here

Square Feet

8000

Valuation

500000

Applied Date

06/14/2024

Contacts

Applicant

Travis Galli
2 George St , Charleston, SC, , 29401

Design Professional

City of Charleston

Verify all project information is correct

More Info

See BAR meeting schedule (www.charleston-sc.gov/bar).

Requested BAR Board Meeting Date

06/27/2024

BAR Type: If the project is 10,000sqft. or less, select BAR-Small. If the project is 10,000 sqft. or more, select BAR-Large.

BAR Type

BAR - Small

BAR Submittal Review Type

☒ Conceptual

☐ Preliminary

☐ Final

☐ Demolition

☐ Sample Panel/Mock-up Panel

Requested Details

☒ New Construction

☒ Alterations/Additions

☐ Repairs or Repaint (No Color Change)

☐ Appeal of Staff Denial

☐ Paint Color Change

☐ Demolition Minor (Partial & Accy Bldgs)

☐ Demolition Major (Whole Bldgs)

☐ Signage/Awning

Please describe complete scope of work in detail

*complete scope of work here

Requesting additional height/stories based on architectural merit?

BAR Additional Height

No

Prior to BAR review, it is the responsibility of the applicant to obtain zoning approvals or confirm that zoning requirements are met. Failure to do so will result in deferral from the BAR agenda. At least one TRC review is required for BAR-L projects prior to submitting for Board review.

Zoning Approval

No

If so, who reviewed the plan and when?

Top | Main Menu

Confirm you have added all necessary documents before submitting.

You will not be able to see these attachments once you submit

You will not be able to make changes or add additional documents after you submit

Attachments

Signed and Completed Application
(pdf)

completed application.pdf

Signed and Completed Submittal
Checklist (pdf)

completed checklist.pdf

Submittal Package (COMPRESSED
PDF)

submittal package_compressed.pdf

Back

Create Template

Save Draft

Submit

BAR staff has been notified of your submittal

✓ Your application was successfully submitted!

Your application has been submitted successfully! We are currently reviewing your application for completeness and will notify you if additional information is needed. Please email bar@charleston-sc.gov or call 843-724-3765 if you have general questions.

[Continue to plan](#)

You can no longer make changes or add additional documents at this time

Invoices will be created and sent once staff has an opportunity
to verify the submittal is complete

Confirmation of submittal does not constitute inclusion on any agenda

Plan Number: BAR2024-001072

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

Type: Board of Architectural Review

Status: Applied Online

Project Name:

IVR Number: 241474

Applied Date: 06/14/2024

Expiration Date:

District: None

Assigned To: [Pinto, Frankie](#)

Completion Date:

Square Feet: 8,000.00

Valuation: \$500,000.00

Description: *provide scope of work here

Summary

Locations

Fees

Attachments

Contacts

Sub-Records

More Info

Progress

0%

Completed

Completed

In Progress

Not Started

Fees

\$0.00

View Details

Workflow

☐ BAR Review - Conceptual

☐ BAR Review - Preliminary

☐ BAR Review - Final

Available Actions

No Actions