

# 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

1 2 3 4 5 6 7

Locations Type Contacts More Info Attachments Signature Review and Submit

**LOCATIONS**

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

Location

Add Location

**+**

**REQUIRED**

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## Input the primary address of project

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

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Locations Type Contacts More Info Attachments Signature Review and Submit

**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

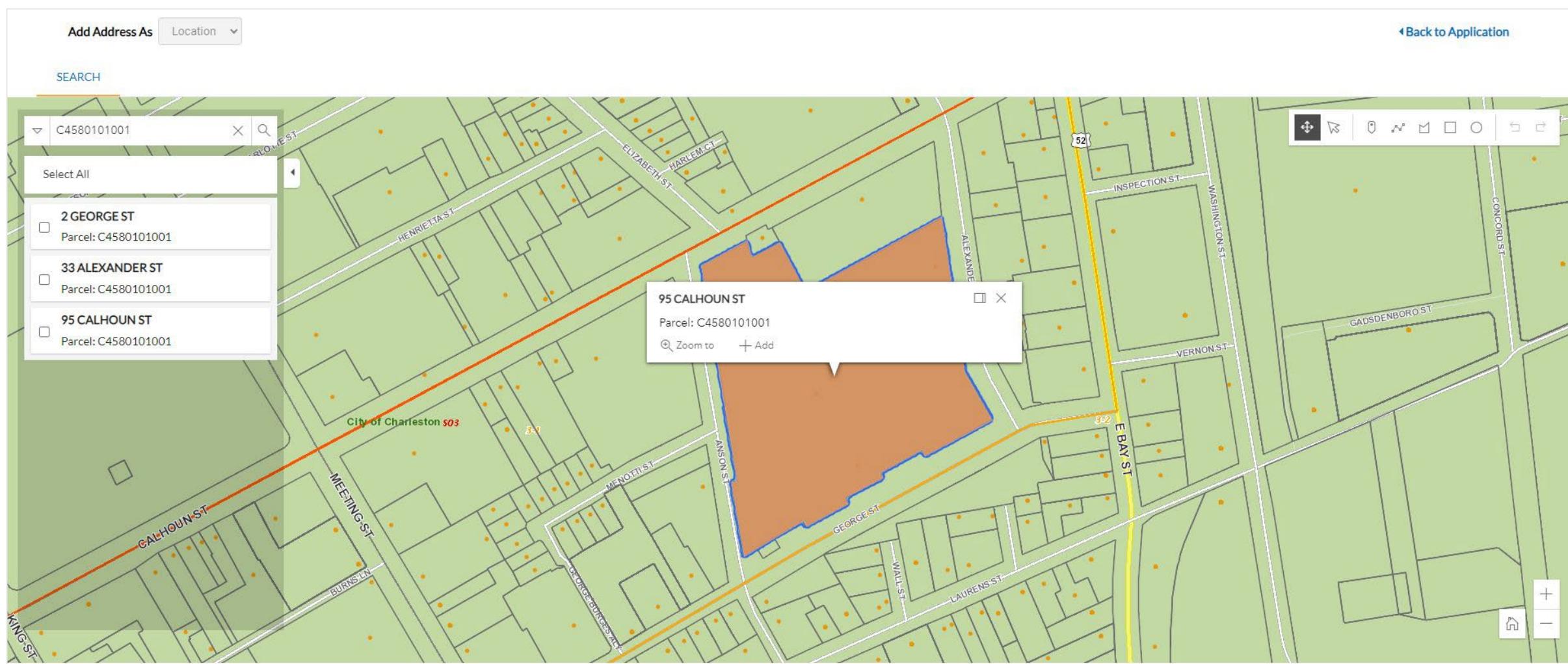
Main Parcel

[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
- $\frac{1}{2}$  addresses must be typed as fraction (2  $\frac{1}{2}$  George not 2.5 George)



You are submitting for the  
Board of Architecture Review

\*REQUIRED

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



Locations



Type



Contacts



More Info



Attachments



Signature



Review 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](http://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.

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

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**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

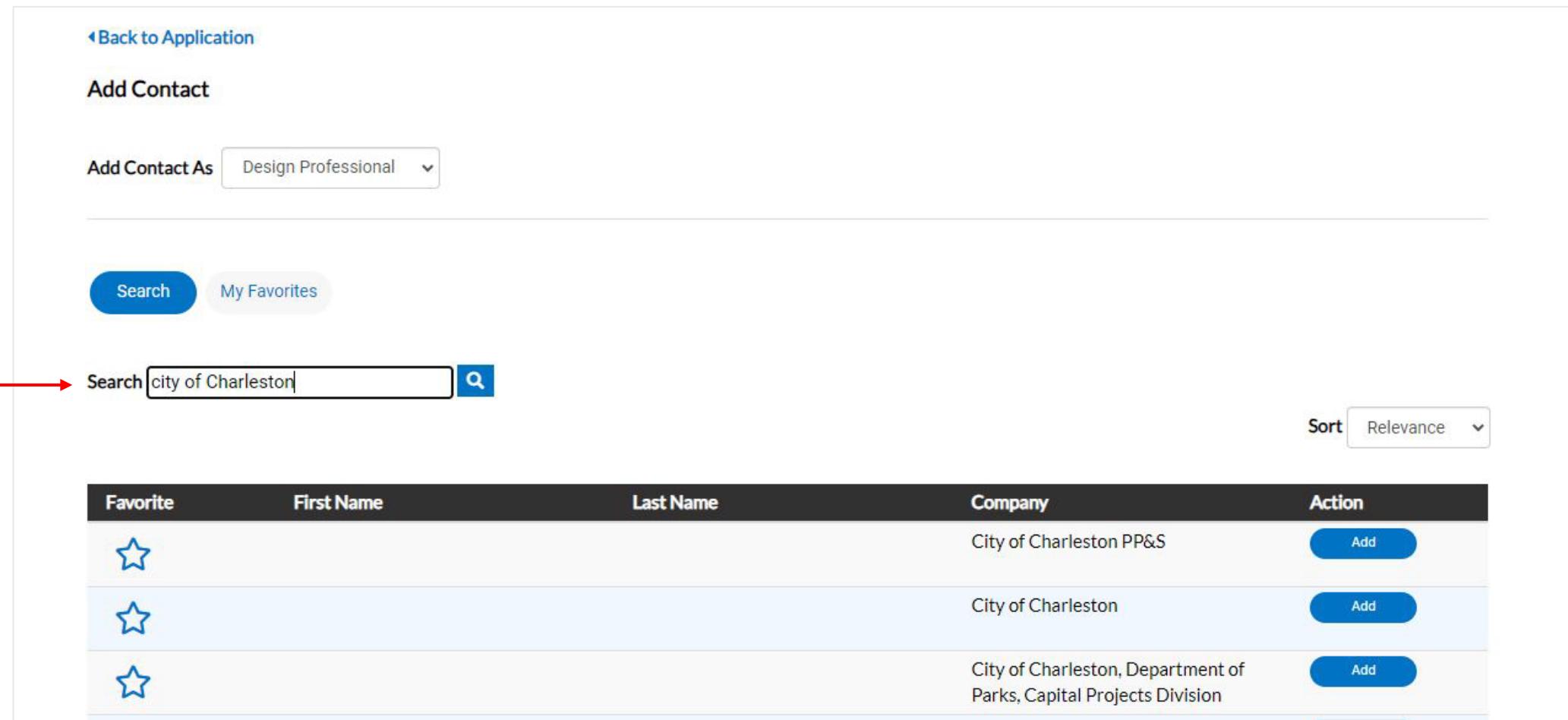
Add Contact



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# 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: city of Charleston

Sort: Relevance

Favorite	First Name	Last Name	Company	Action
★			City of Charleston PP&S	Add
★			City of Charleston	Add
★			City of Charleston, Department of Parks, Capital Projects Division	Add

# Any contacts added will appear here

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1 2 3 4 5 6 7

Locations Type Contacts More Info Attachments Signature Review and Submit

**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

**Design Professional**



City of Charleston

[Remove](#)

Select Type

Add Contact



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- 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

Apply for Plan - Board of Architectural Review \*REQUIRED

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**MORE INFO**

See BAR meeting schedule ([www.charleston-sc.gov/bar](http://www.charleston-sc.gov/bar)).

**\*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**

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

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- 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

This can include  
additional information  
from the description

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

\*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?

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# Attach all require 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

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**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](http://www.charleston-sc.gov/bar). Filename nomenclature should be streetnamestreet#.reviewtype.document.date (ex. 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, xlsx, xlsm, text, dwg, zip, csv, rtf, dfx... REQUIRED

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

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

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

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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      **Attachments**      Signature      Review and Submit

Attachments

*Please upload all applicable files for review.*

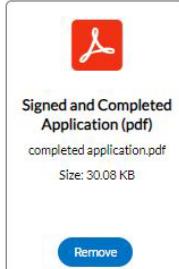
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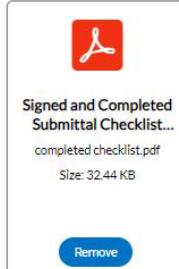
Required:

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-Filename ex: Rutledge100.Preliminary.application.02.23.2024
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-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 Application (pdf)  
completed.application.pdf  
Size: 30.08 KB  
[Remove](#)

  
Signed and Completed Submittal Checklist (pdf)  
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, mf, dxf, ...  
[Remove](#)

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# 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 ✓ Signature 6 Review and Submit 7

**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](http://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.

Enable Type Signature  Your Name

June, 14 2024

**X** Your Name

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# Verify all project information is correct

Apply for Plan - Board of Architectural Review \*REQUIRED

Locations      Type      Contacts      More Info      Attachments      Signature      Review and Submit

7

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](http://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

<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

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?

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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

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[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](mailto: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

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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			

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**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