

BAR University

Presents

**HISTORIC MATERIALS
DEMOLITION PURVIEW DISTRICT:
EVERYTHING YOU DID (AND DIDN'T)
WANT TO KNOW**

1 May 2025

@ 12pm

Public Meeting Room

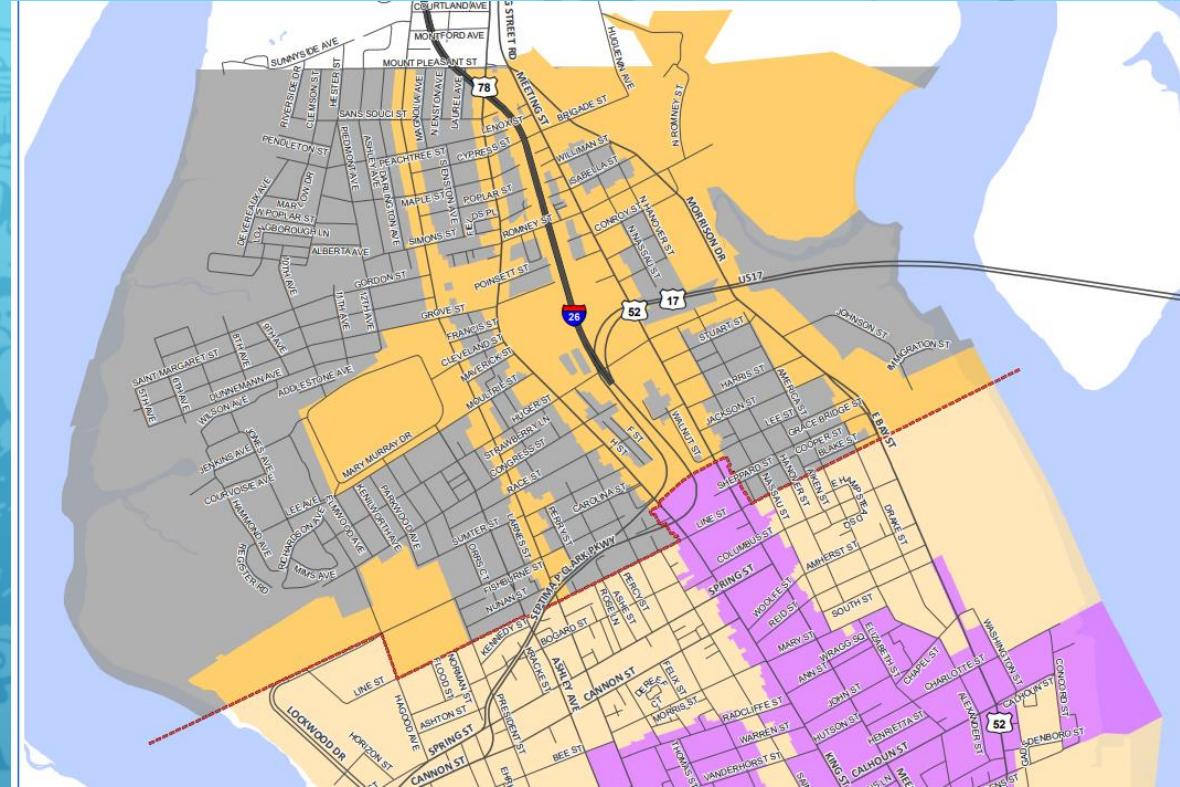
2 George Street

Charleston, SC



WHAT IS THE HMDP?

- Historic Materials Demolition Purview
- Created by City Council in 2017
- The peninsula area north of Line Street and south of Mount Pleasant Street (shown in gray), historic materials visible from the public right-of-way on structures over 50 years old
- Why 50 years old?
- This timeline comes from the eligibility requirements for the National Register of Historic Places and the Secretary of Interior Standards



WHAT IS DEMO?

- Demolition is defined in the Zoning Ordinance Section 54-231(b) as the removal of an entire structure, a substantial portion of a structure visible from the public right-of-way or a substantial portion of features of a structure that are visible from the public right-of-way that define its historic architectural character, such as **roofs, porches, columns, balustrades, chimneys, siding, windows, doors, shutters, site walls, fences and other unique architectural features**, which if lost, would compromise the historic architectural character off the structure or site.

Both the form and original materials of these features are important and reflect the craftsmanship and unique design of the individual building, while also contributing to the historic and cultural significance of the neighborhood and should be preserved whenever possible.



RED X SIGNS:

- The red fire marshal X does not denote a condemned building, only that fire marshal declares external operations only.
- This does not mean the Chief building official has ordered it down or that it has been deemed it a danger to public safety.



POLICY STATEMENT OVERVIEW

- ▶ “Historic Materials North of Line St” on website
- ▶ Group 1: in-kind repairs and replacement
- ▶ Group 2: in-kind and appropriate alternative material
- ▶ Examples of each
- ▶ FAQ page



BOARD OF ARCHITECTURAL REVIEW

POLICY STATEMENT FOR HISTORIC MATERIALS DEMOLITION PURVIEW

CITY OF CHARLESTON DEPARTMENT OF PLANNING, PRESERVATION AND SUSTAINABILITY
2 George Street, Third Floor Charleston, South Carolina 29401 843-724-3765 www.charleston-sc.gov/bar

By motion of the Board of Architectural Review – Large (BAR-L) on October 26 and of the Board of Architectural Review – Small (BAR-S) on October, 27, 2022, the following guidelines were adopted regarding the repair and/or replacement of **historic materials visible from the public right-of-way on structures over 50 years old in the Historic Corridor District and in the peninsula area north of Line Street and south of Mount Pleasant Street** (Historic Materials Demolition Purview). The purpose of this policy statement is to provide guidance and options for homeowners while maintaining the historic and cultural significance of the City's neighborhoods and being more sustainable by reducing waste. Features that have been previously replaced with incompatible materials or materials less than 50 years old are not subject to BAR purview.¹

Demolition is defined in the Zoning Ordinance Section 54-231(b) as the removal of an entire structure, a substantial portion of a structure visible from the public right-of-way or a substantial portion of features of a structure that are visible from the public right-of-way that define its historic architectural character, such as roofs, porches, columns, balustrades, chimneys, siding, windows, doors, shutters, site walls, fences and other unique architectural features, which if lost, would compromise the historic architectural character off the structure or site. Both the form and original materials of these features are important and reflect the craftsmanship and unique design of the individual building, while also contributing to the historic and cultural significance of the neighborhood and should be preserved whenever possible.

Preservation standards, as defined by the Secretary of Interior Standards of the National Park Service, encourage repairing historic materials rather than replacing them; however, where replacement of historic materials is requested, staff shall have the authority to confirm the proposal does not constitute demolition and approve the replacement based on the following guidelines:

Group 1: Buildings individually eligible or listed on the National Register of Historic Places, OR buildings located within an eligible or listed National Register District, OR buildings rated a Category 1 or 2 in the Architectural Inventory^{2, 3}

These buildings are recognized as exceptional and irreplaceable based on their architectural, cultural, or historic significance. Their architectural qualities, unique forms and features should be preserved, and historic materials should only be replaced when beyond repair. Staff may approve the replacement of deteriorated historic materials *in-kind*. Examples of *in-kind* replacement include:

- Replacement of original single-glazed wood windows with new wood, true-divided lite sashes to exactly match the size, dimension, profile, and lite pattern of the original
- Replacement of a hand-crimped standing seam terne metal roof with a new hand-crimped standing seam copper or galvalume metal roof (no ridge cap)
- Replacement of original wood columns with wood columns that replicate the size, profile, cap and base details of the original

Group 2: All buildings rated Category 3 or 4 OR buildings not surveyed in the Architectural Inventory.

These are buildings of architectural value that may not have individual significance but contribute to the historic character of the surrounding neighborhood. On these buildings, staff may approve the replacement of deteriorated historic materials with *in-kind* or with modern materials that reflect the spirit of the original features to be replaced. Examples of modern materials that may be approved include:

¹ All properties within the [Landmark Overlay](#) require Board review. Landmark Overlay designation was a public process.

² In the Historic [Architectural Resource Survey of the Upper Peninsula](#), Brockington and Associates, 2004.

³ Buildings and homes that have been owned and reported as a primary residence or heirs property by the same family or a member thereof for twenty-five (25) years or longer, or owners with a household income that does not exceed 80% of the Area Median Income as defined by the City of Charleston's Department of Housing and Community Development, except those listed individually on the National Register or contributing to a district listed on the National Register, may utilize provisions for Group 2.

USING THE HMDP POLICY STATEMENT

Resources

- [BAR General Guidelines \(published March 2024\)](#)
- [Historic Resources Surveys & Architectural Inventories](#)
- [Preservation Plan](#)
- [Area Character Appraisals](#)
- [Financial Resources for Historic Preservation](#)
- [National Park Service/Secretary of the Interior](#) - technical preservation services and standards, information, tax incentives, and publications.
- [Hurricane Preparedness for Historic Structures](#)

Workshops

- [March 2, 2018 Elevation Workshop Presentation](#)
- [November 3, 2017 Elevation Workshop Presentation \(PDF\)](#)

“Buildings and homes that have been owned and reported as a primary residence or heirs property by the same family or a member thereof for twenty-five (25) years or longer, or owners with a household income that does not exceed 80% of the Area Median Income as defined by the City of Charleston’s Department of Housing and Community Development, except those listed individually on the National Register or contributing to a district listed on the National Register, may utilize provisions for Group 2.”

- **Upper Peninsula Architectural Survey** (Historic Corridor District, Historic Materials Demo Purview - Line Street to Mount Pleasant Street)
 - [Architectural Inventory \(database pdf\)](#)
 - [Final Report \(2004\) \(100MB\)](#)

Identify your building's group:

Group 1: Buildings individually eligible or listed on the National Register of Historic Places, OR buildings located within an eligible or listed National Register District, OR buildings rated a Category 1 or 2 in the Architectural Inventory

Group 2: All buildings rated Category 3 or 4 OR buildings not surveyed in the Architectural Inventory

RATINGS AND ELIGIBILITY

- Buildings are rated 1, 2, 3, or 4
 - Buildings not surveyed will not be listed
- Eligibility listed as
 - Listed
 - Eligible
 - Not Eligible
 - Contributes to Eligible District
 - Contributes to Listed District

*yellow indicates group 1 buildings

*white indicates group 2 building

Example from the survey

Upper Peninsula Architectural Inventory						2002
513Huger St.	2411	Single dwelling	Single Dwelling	1914 ca.	Hip Foursquare	Contributes to Listed District 3-
515Huger St.	2410	Single dwelling	Single Dwelling	1916 ca.	Hip Foursquare	Contributes to Listed District 4-
517Huger St.	2409	Single dwelling	Single Dwelling	1914 ca.	Hip Foursquare	Contributes to Listed District 4-
518Huger St.	2435	Single dwelling	Single Dwelling	1914 ca.	Hip Foursquare	Contributes to Listed District 4-
530Huger St.	2387	Single dwelling	Single Dwelling	1915 ca.	Hip Foursquare	Contributes to Listed District 3
531Huger St.	2402	Single dwelling	Single Dwelling	1921	Hip Foursquare	Contributes to Listed District 3-
532Huger St.	2388.00	Single dwelling	Single Dwelling	1919 ca.	Hip Georgian house	Contributes to Listed District 4-
532Huger St.	2388.01	Transportation	Transportation	1940 ca.	Hipped Massed	Contributes to Listed District 4
533Huger St.	2401	Single dwelling	Single Dwelling	1915 ca.	Cross Gabled Foursquare	Contributes to Listed District 4
535Huger St.	2400	Single dwelling	Single Dwelling	1928-39	English cottage	Contributes to Listed District 4
541Huger St.	2356	Single Dwelling	Single Dwelling	1925 ca.	Hipped Massed	Not Eligible 3
542Huger St.	2377	Single dwelling	Single Dwelling	1920 ca.	Hip Foursquare	Contributes to Listed District 4
545Huger St.	2355	Single dwelling	Single Dwelling	1916 ca.	Hip Foursquare	Contributes to Listed District 4-
548Huger St.	2376	Single dwelling	Single Dwelling	1922 ca.	Hip Foursquare	Contributes to Listed District 4
549Huger St.	2354	Single dwelling	Single Dwelling	1925 ca.	Side Gabled Georgian house (side	Contributes to Listed District 3
550Huger St.	2375	Single dwelling	Single Dwelling	1922 ca.	Side Gabled Bungalow	Contributes to Listed District 4-
551Huger St.	2353	Single dwelling	Single Dwelling	1920 ca.	Hip Foursquare	Contributes to Listed District 4
554Huger St.	2374	Single dwelling	Single Dwelling	1921 ca.	Hip Foursquare	Contributes to Listed District 3
555Huger St.	2352	Single dwelling	Single Dwelling	1918	Queen Anne House	Eligible 2-
565Huger St.	2335	Single dwelling	Single Dwelling	1922 ca.	Side Gabled Bungalow	Contributes to Listed District 3-
567Huger St.	2337	Single dwelling	Multi Dwelling	1925 ca.	Side Gabled Foursquare	Not Eligible 4
573Huger St.	2336	Single dwelling	Other	1919 ca.	Hip Foursquare	Eligible 2
Huguenin St.	0077.00	Funerary	Funerary	1850		Listed 1
Huguenin St.	0077.01	Funerary	Funerary	1890 ca.		Listed 2
Huguenin St.	0077.02	Residential/Dome	Funerary	1805 ca.		Listed 4
Kahal Kadosh Beth Elohim						Contributes to Eligible District 2
Saint Lawrence Cemetery						Eligible 2
Emanuel A.M.E. Church Cemetery						Contributes to Eligible District 2
Immigration Center						Eligible 2
Magnolia Cemetery						Not Eligible 4
Magnolia Cemetery Gatehouse/Chapel						Listed 1
Magnolia Cemetery Superintendent's House						Listed 2
Kahal Kadosh Beth Elohim						Listed 4
Henry P. Archer School						Contributes to Eligible District 2
Jackson & Nassau St.	3408	Educational	Educational	1934-1936		Eligible 2
192Jackson St.	2798	Single dwelling	Multi Dwelling	1910 ca.	Single House	Contributes to Eligible District 2
193Jackson St.	2793	Single dwelling	Other	1890 ca.	Freedman's Cottage	Eligible 2
193Jackson St.	2794	Single dwelling	Other	1890 ca.	Freedman's Cottage	Contributes to Eligible District 2
Jenkins Ave.	2561	Landscape	Landscape	1922 ca.		Eligible 2
Jenkins Ave.	2703	Educational	Educational	1937		Not Eligible 4
Jenkins Ave.	2704	Religious	Religious	1937		Not Eligible 3
Jenkins Ave.	2826	Educational	Educational	1955 ca.		Not Eligible 4
1Kenilworth Ave.	2359	Single dwelling	Single Dwelling	1905 ca.		Contributes to Eligible District 3
3Kenilworth Ave.	2358	Single dwelling	Single Dwelling	1916 ca.		Contributes to Eligible District 3
4Kenilworth Ave.	2397	Single dwelling	Single Dwelling	1917 ca.		Contributes to Eligible District 3
5Kenilworth Ave.	2357	Single dwelling	Single Dwelling	1917 ca.		Contributes to Eligible District 2
6Kenilworth Ave.	2398	Multi dwelling	Multi Dwelling	1916 ca.		Contributes to Eligible District 3
10Kenilworth Ave.	2399	Single Dwelling	Single Dwelling	1915 ca.		Contributes to Eligible District 3
11Kenilworth Ave.	2365	Single dwelling	Single Dwelling	1920 ca.		Contributes to Eligible District 4
13Kenilworth Ave.	2366	Single dwelling	Single Dwelling	1923 ca.		Contributes to Eligible District 3
14Kenilworth Ave.	2378	Single dwelling	Single Dwelling	1920 ca.		Contributes to Eligible District 3-
15Kenilworth Ave.	2367	Single dwelling	Single Dwelling	1920 ca.		Contributes to Eligible District 4
16Kenilworth Ave.	2379	Single dwelling	Single Dwelling	1918 ca.		Contributes to Eligible District 4
17Kenilworth Ave.	2368	Single dwelling	Single Dwelling	1915 ca.		Contributes to Eligible District 3
18Kenilworth Ave.	2380	Single dwelling	Single Dwelling	1917 ca.		Contributes to Eligible District 4

WHAT CAN BE REVIEWED IN THE PERMIT CENTER?

BAR staff will evaluate all exterior applications in the Historic Materials Demolition Purview to determine if BAR review is required.

A BAR application should accompany all Building applications to expedite the process

- ▶ Fences
- ▶ Mechanical/trade
- ▶ Minor Rot repair
- ▶ Roofs (example; single to shingle)

*BAR does NOT review paint in the HMDP

HMDP & THE BOARD

NO PROPOSED!

- What Goes to the Board?
 - Larger-scale changes / removal of character-defining features visible from the public right-of-way that are over 50 years old
 - Roof Shape, material, window openings, etc.

Requirements for the Board

- Demolition Requirements Checklist OR
 - Full demolition
 - New HMDP Requirements Checklist
 - Projects outside of full demolition
 - One stage of review

HMDP & THE BOARD

 **BOARD OF ARCHITECTURAL REVIEW**
REVIEW REQUIREMENTS FOR DEMOLITION

CITY OF CHARLESTON **DEPARTMENT OF PLANNING, PRESERVATION AND SUSTAINABILITY**
2 George Street, Third Floor Charleston, South Carolina 29401 843-724-3765 www.charleston-sc.gov

GENERAL INFORMATION: The BAR has demolition review of all buildings in the Old and Historic District, of buildings 50 years or older south of Mount Pleasant Street, and of any buildings located within the City's Landmark Overlay properties.

Buildings located in the Historic Materials Demolition Purview District must show only requested demolition in their application. SUBMISSIONS that show proposed work WILL BE REJECTED.

Board meetings are held at 4:30 p.m. (unless noted otherwise) per published schedule on specified Wednesdays (BAR-L) and Thursdays (BAR-S) at 2 George Street in the First Floor Public Meeting Room. For deadline dates, meeting schedules, application forms, or additional information, please visit <https://www.charleston-sc.gov/293/Board-of-Architectural-Review-BAR>.

SUBMITTAL REQUIREMENTS:
All items described below are required. Check each box, sign at the end of the form, and submit these checked and signed Submittal Requirements with the application. (NOTE: IF ANY PART OF AN APPLICATION DOES NOT CONFORM TO THE SUBMITTAL REQUIREMENTS, OR IS INCOMPLETE, IT WILL BE REJECTED AND REMOVED FROM THE AGENDA).

Definition: Demolition is defined as the removal of an entire structure or a substantial portion of a structure visible from the public right-of-way or a substantial portion of features of a structure that are visible from the public rights-of-way that define its historic architectural character, such as roofs, columns, balustrades, chimneys, siding, windows, doors, shutters, site walls, fences and other unique architectural features, which if lost, would compromise the historic architectural character of the structure.

1 Completed application form (must accompany every submittal including revisions, materials, etc.).

The following materials submitted digitally via the Customer Self Service (CSS) portal https://egcss.charleston-sc.gov/EnerGov_Prod/selfservice/CharlestonSC#/home containing digital versions of the following documents. PDF documents must be merged into a single file.

Title page must include the design architects' name and contact information, project name, address and drawing index (page number on each sheet in the lower right corner. Number all pages sequentially starting at one and continuing).

Site Plan or survey, to scale, depicting structure(s), or portions of structures, to be demolished, including site features, surrounding buildings, and adjacent streets. Plans should clearly indicate which portions are to be removed. Elevations/photographs can also be included to indicate only the features to be removed. Please note that requests involving demolition and subsequent new construction should be divided into two separate submittals.

Photographs of all sides of the structure(s), including existing conditions and site features. Interior photographs which help to indicate the structural condition should be submitted as well. Photographs should be clear and legible, in color, and include a description.

A structural engineer's report assessing the structural integrity and overall condition of the building. (Not required if structural failure is not the reason for requesting demolition.)

Documentation indicating the date of construction of the original structure and any subsequent additions or alterations. In addition, include Sanborn Maps, historic photographs, historic archival or physical evidence.

An on-site meeting with the City Architect/ Preservation Officer or the BAR-S Administrator and BAR members is required for demolition requests and will be scheduled prior to the meeting.

Signed Name _____ Date _____ / _____ / _____
Printed Name _____

HMDP & THE BOARD

 **BOARD OF ARCHITECTURAL REVIEW**

REVIEW REQUIREMENTS — HISTORIC MATERIALS DEMOLITION PURVIEW

CITY OF CHARLESTON
2 George Street, Third Floor
Charleston, South Carolina 29401

DEPARTMENT OF PLANNING, PRESERVATION AND SUSTAINABILITY
843-724-3765 www.charleston-sc.gov

GENERAL INFORMATION: The BAR has demolition review of all buildings in the Old and Historic District, of buildings 50 years or older south of Mount Pleasant Street, and of any buildings located within the City's Landmark Overlay properties. Buildings located in the Historic Materials Demolition Purview District (HMDP) must show only requested demolition in their application. **SUBMISSIONS** that show proposed work **WILL BE REJECTED**.

To check which historic purview district a property is in, click [here](#). The dark grey area on the map is the Historic Materials Demolition Purview.

Board meetings are held at 4:30 p.m. (unless noted otherwise) per published schedule on specified Wednesdays (BAR-L) and Thursdays (BAR-S) at 2 George Street in the First Floor Public Meeting Room. For deadline dates, meeting schedules, application forms, or additional information, please visit <https://www.charleston-sc.gov/293/Board-of-Architectural-Review-BAR>.

Prior to BAR review, it is the responsibility of the applicant to obtain Zoning approvals (Variances, Special Exceptions, Zoning staff approval), and Pre-App TRC review (if applicable) that are required for this project. Failure to do so will result in deferral from the BAR agenda. Provide a statement on the cover sheet indicating that you have met with Zoning staff, the project is Zoning compliant, and does not require, or has obtained, any Variances or Special Exceptions. This statement should also indicate that you have had Pre-App TRC review (if applicable). Applicants are strongly encouraged to meet with the relevant neighborhood association, preservation groups, and any adjacent property owners prior to making a BAR submittal.

IMPORTANT:
IF YOU ARE APPLYING FOR ADDITIONAL HEIGHT, USE THE [BAR-SMALL REQUIREMENTS](#)! IF YOU ARE APPLYING FOR A FULL DEMOLITION, USE THE [DEMOLITION REQUIREMENTS](#)!

SUBMITTAL REQUIREMENTS:

All items described below are required. **Check each box, sign at the end of the form, and submit these checked and signed Submittal Requirements with the application. (NOTE: IF ANY PART OF AN APPLICATION DOES NOT CONFORM TO THE SUBMITTAL REQUIREMENTS, OR IS INCOMPLETE, IT WILL BE REJECTED AND REMOVED FROM THE AGENDA).**

Digital version of submittal:
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.

HMDP Basic Drawing Set Should Include AT LEAST*:

Historic Context	✓
Existing site plan	✓
Proposed Demolition site plan	✓
Existing floor plans	✓
Proposed Demolition floor plans	✓
Existing roof plans	✓
Proposed Demolition roof plan	✓
Existing elevations	✓
Proposed Demolition elevations	✓
Photographs	✓

*See next page for submittal checklist with more information.

HMDP Review:
Review of the proposed construction plan as it relates to demolition/removal of existing features only.

TITLE PAGE:

- Must include applicant name and contact information, project name, address and drawing index with page numbers, number all pages sequentially starting at one and continuing. Indicate the "Formerly Known" name/address if it has changed.
- Must include a statement regarding Zoning compliance as described above. Must include dates of all previous reviews by TRC, Zoning (BZA or Staff) and BAR.
- If deferred or denied at a previous meeting, subsequent submittals must include a list of Staff and Board Comments from the previous meeting with responses explaining how previous comments have been addressed.
- 1 Completed BAR application form (must accompany every submittal including revisions, materials, etc.).

HISTORIC STRUCTURE BACKGROUND:

- Provide historic structure background information. Submit documentation including Sanborn Maps, historic photographs, historic archival or physical evidence, and a narrative describing important background on the structure to be restored, renovated, receive an addition, or otherwise affected by the proposal.

EXISTING AND PROPOSED DEMOLITION ARCHITECTURAL SITE PLANS AND CONTEXT PLAN:

- All submittals must include existing and the correlating proposed demolition drawing on the same sheet for comparison.
- Site Plan - Layout of all structures (with north arrow, graphic drawing scale, cardinal directions, property lines, dimensions and adjacent streets labeled).
- Existing building(s) adjacent to the property on all sides.
- The ground floor plan and how it relates to the site. NOTE: Orient site plan and floor plans the same

EXISTING AND PROPOSED DEMOLITION ARCHITECTURAL FLOOR PLANS:

- All submittals must include existing and the correlating proposed demolition drawing on the same sheet for comparison and show the removal of any historic site features.
- Provide a separate plan for each level.
- Must include north arrow and a graphic scale.
- Notes/labels should identify floor level, dimensions, room names, equipment, section cuts, etc.
- Differentiate demolition from existing with hatching or tone.
- Must include a roof plan.

EXISTING AND PROPOSED DEMOLITION ARCHITECTURAL BUILDING ELEVATIONS:

- All submittals must include existing and the correlating proposed demolition drawing on the same sheet for comparison.
- Must include notations regarding all existing materials and dimensions.
- Must include all elevations regardless of visibility.
- Must include elevation labels according to compass orientation.
- Indicate existing grade/flood plain requirements where relevant.

PHOTOGRAPHS:

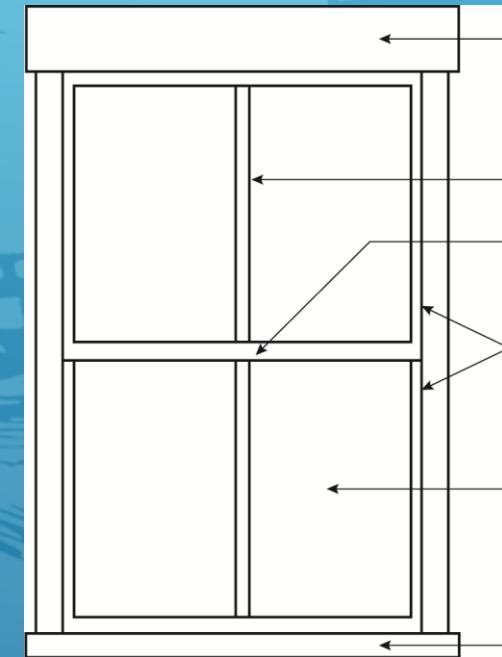
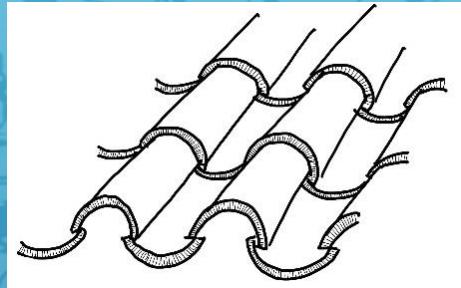
- Photographs of existing site and structure. Also include photographs of surroundings sufficient to explain context. This includes, but is not limited to, buildings, signs, and site features. Photographs should be clear and legible, in color.

Printed Name _____ Date _____ / _____ / _____
Signed Name _____

TYPICAL STAFF COMMENTS & CONDITIONS:

- Character defining features should be retained:

- Roofs (material & shape)
- Porches
- Columns
- Balustrades
- Chimneys
- Siding (profile & exposure)
- Windows
- Doors
- Shutters
- Site walls / fences



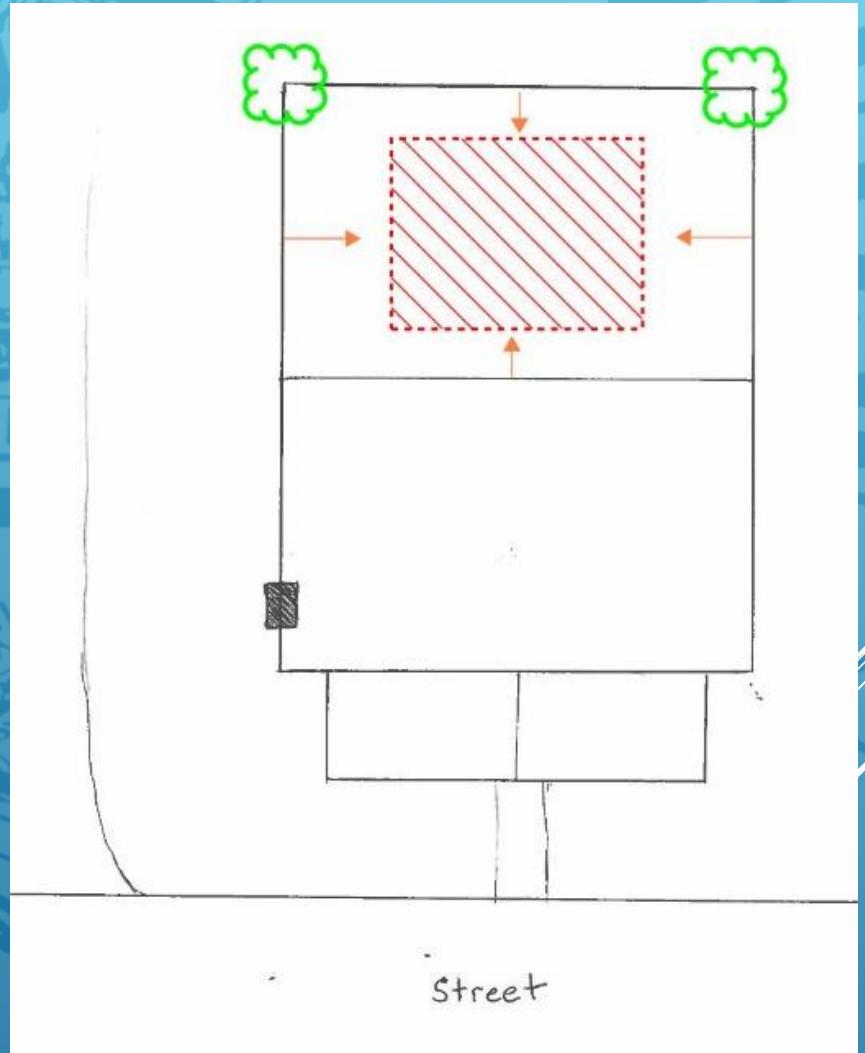
TYPICAL STAFF COMMENTS & CONDITIONS:

- ▶ Staff has previously supported small portions of demolition at the roof such as those for dormers.
- ▶ (For roofs with the gable end facing the street) The area of demolition should be pushed to the rear, below the ridge and not extend all the way to the eave



TYPICAL STAFF COMMENTS & CONDITIONS:

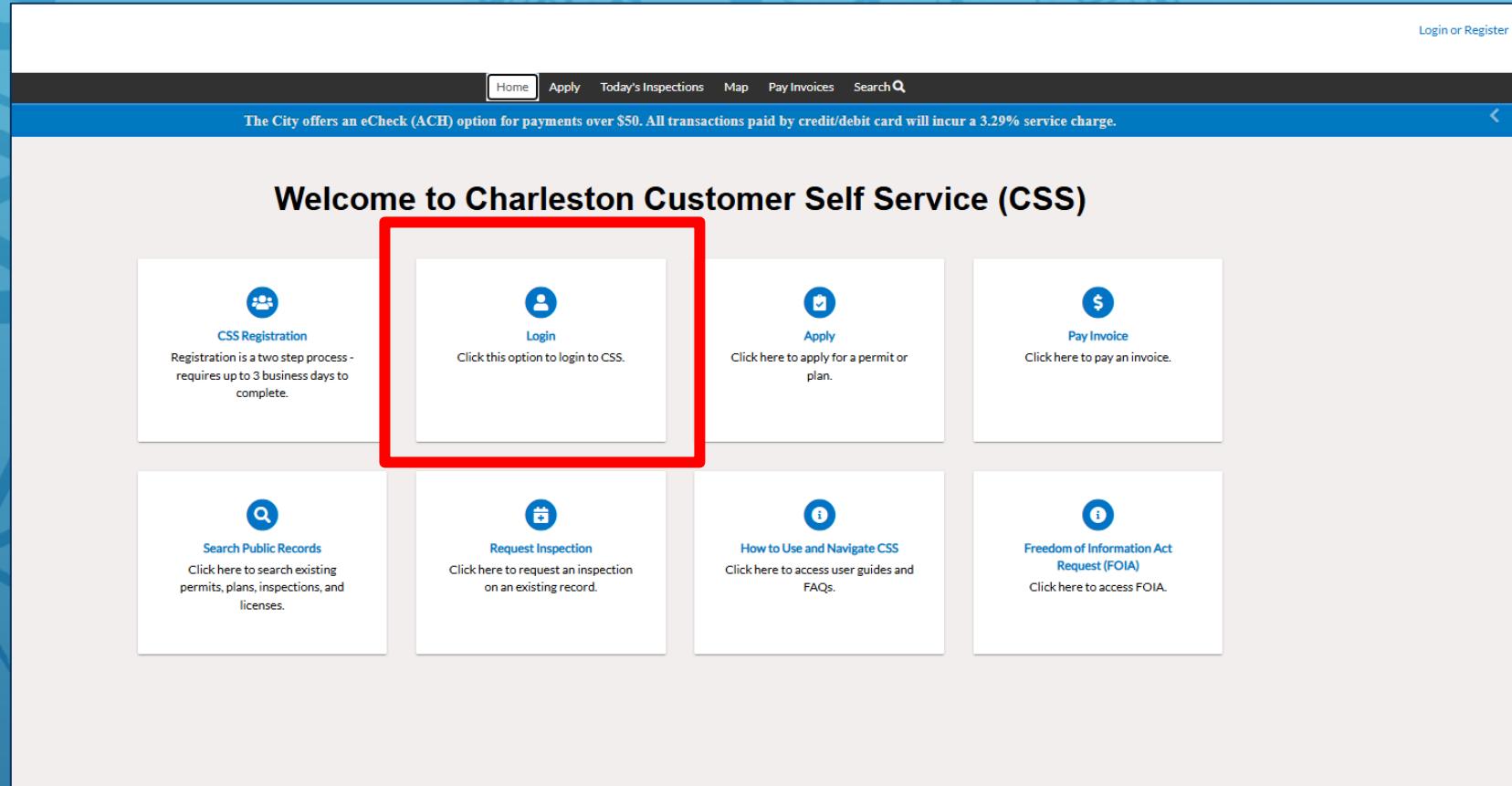
- ▶ (For roofs with the ridge parallel to the street) The area of demolition should be on the rear side (not facing the street), below the ridge and not extend all the way to the eave
- ▶ (For rear wall demolition) Retain corners / corner boards, limit demolition to below eave



APPLYING TO THE BAR:

- Three components to a full application
 - Signed and completed BAR application form
 - Signed and completed Submittal Requirements
 - Either the Demolition Requirements OR
 - The Historic Materials Demolition Purview Requirements
 - The items from the Requirements checklist, compiled into 1 PDF
- Take all three components and apply online through the Customer Self Service Portal

APPLYING TO THE BAR CON'T:



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.

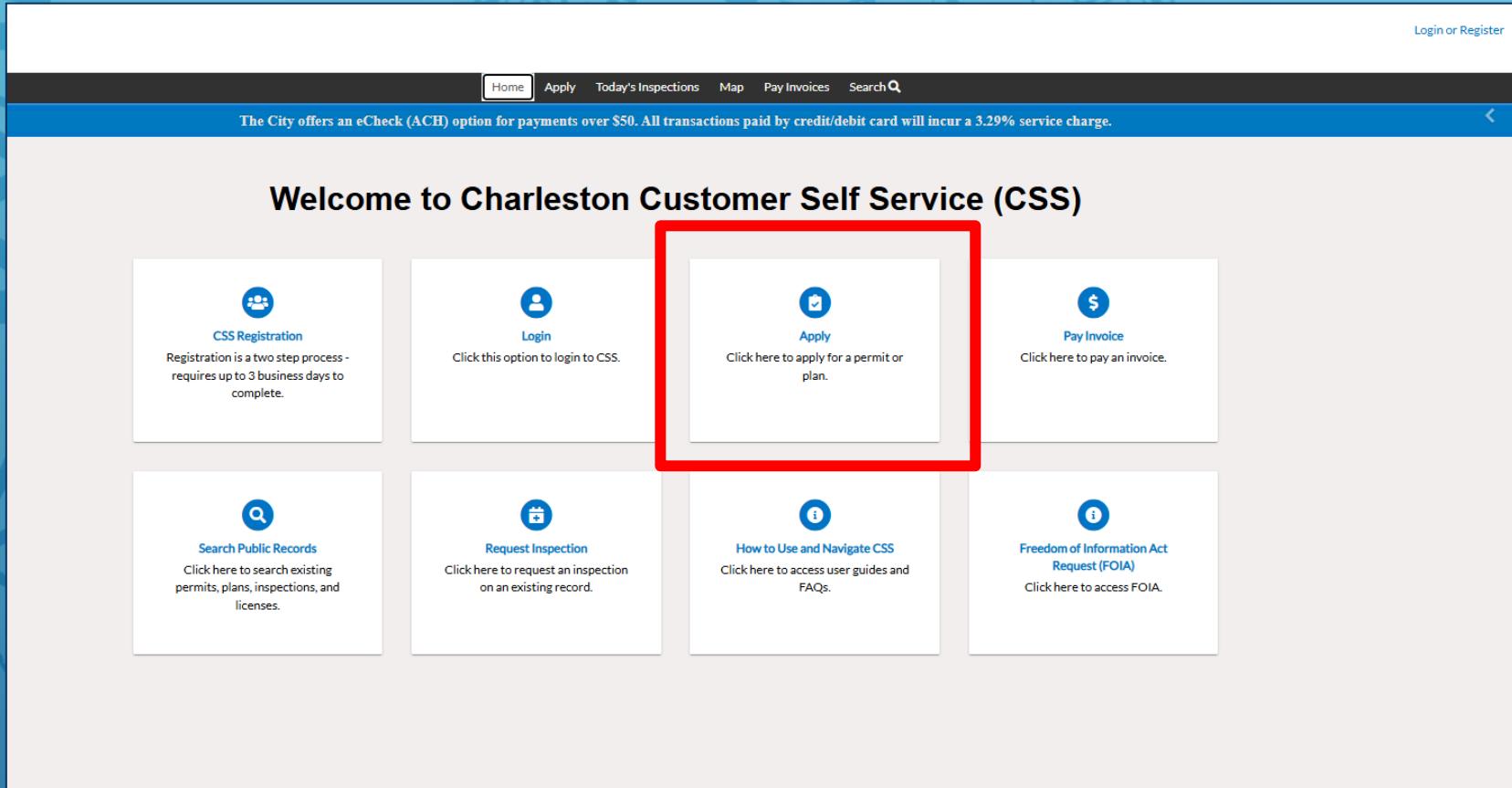
Welcome to Charleston Customer Self Service (CSS)

Links:

- CSS Registration** (Icon: People)
- Login** (Icon: Person) **Click this option to login to CSS.** (This button is highlighted with a red box.)
- Apply** (Icon: Checkmark) **Click here to apply for a permit or plan.**
- Pay Invoice** (Icon: Dollar sign) **Click here to pay an invoice.**
- Search Public Records** (Icon: Magnifying glass)
- Request Inspection** (Icon: Calendar)
- How to Use and Navigate CSS** (Icon: Information)
- Freedom of Information Act Request (FOIA)** (Icon: Information)

APPLYING TO THE BAR CON'T:

- METHOD 1



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.

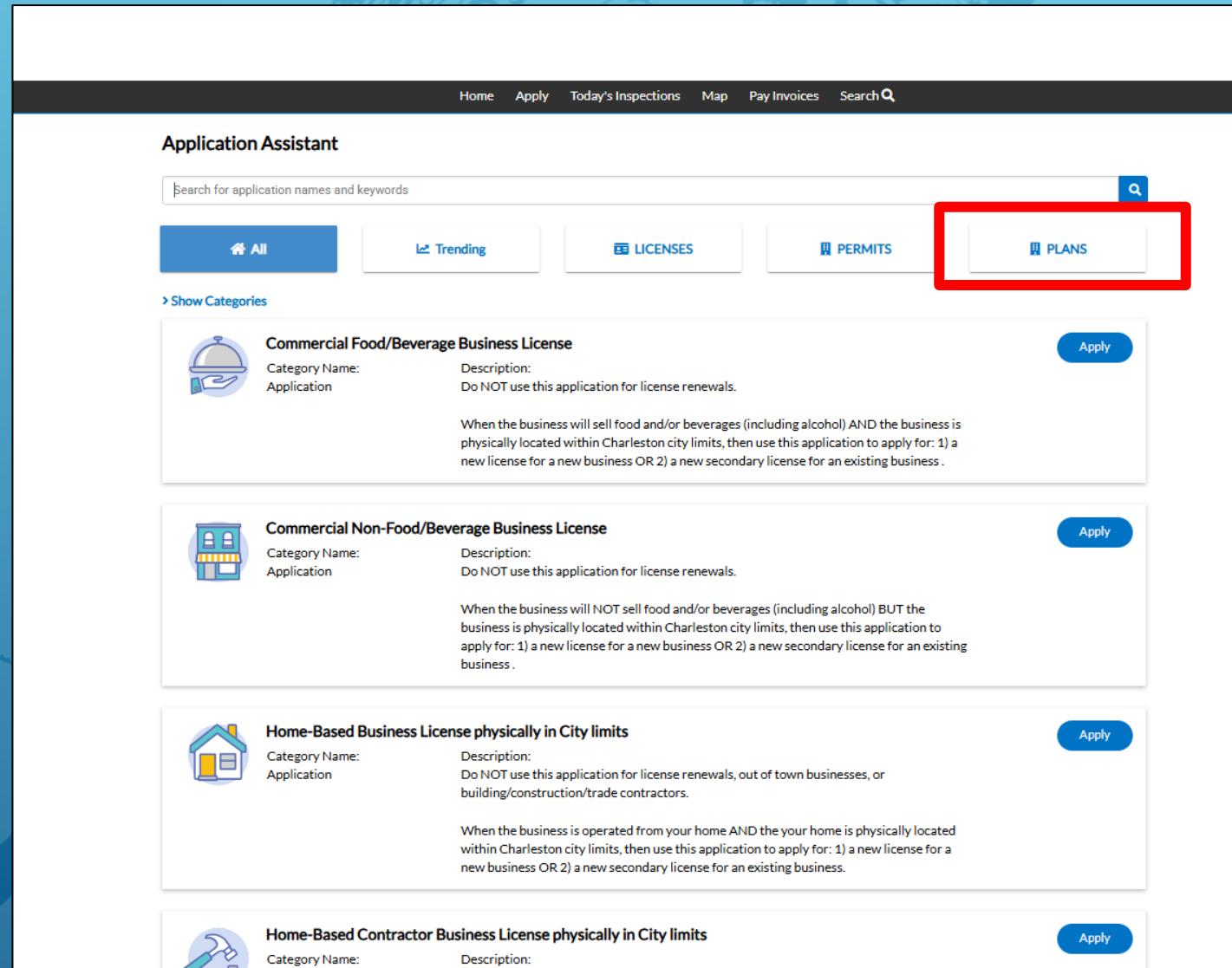
Welcome to Charleston Customer Self Service (CSS)

Apply (highlighted with a red box)

- CSS Registration**
Registration is a two step process - requires up to 3 business days to complete.
- Login**
Click this option to login to CSS.
- 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.
- 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.

APPLYING TO THE BAR CON'T:

- METHOD 1



The screenshot shows the Application Assistant page with a navigation bar at the top containing links for Home, Apply, Today's Inspections, Map, Pay Invoices, and Search. Below the navigation bar is a search bar and a menu with tabs: All, Trending, LICENSES, PERMITS, and PLANS. The PLANS tab is highlighted with a red box. The main content area displays four application categories:

- Commercial Food/Beverage Business License**
Category Name: Application
Description: Do NOT use this application for license renewals.
When the business will sell food and/or beverages (including alcohol) AND the business is physically located within Charleston city limits, then use this application to apply for: 1) a new license for a new business OR 2) a new secondary license for an existing business.
- Commercial Non-Food/Beverage Business License**
Category Name: Application
Description: Do NOT use this application for license renewals.
When the business will NOT sell food and/or beverages (including alcohol) BUT the business is physically located within Charleston city limits, then use this application to apply for: 1) a new license for a new business OR 2) a new secondary license for an existing business.
- Home-Based Business License physically in City limits**
Category Name: Application
Description: Do NOT use this application for license renewals, out of town businesses, or building/construction/trade contractors.
When the business is operated from your home AND the your home is physically located within Charleston city limits, then use this application to apply for: 1) a new license for a new business OR 2) a new secondary license for an existing business.
- Home-Based Contractor Business License physically in City limits**
Category Name: Description: Apply

APPLYING TO THE BAR CON'T:

- METHOD 1

Home Apply Today's Inspections Map Pay Invoices Search 

Application Assistant

Search for application names and keywords 

 All  Trending  LICENSES  PERMITS  PLANS

[Show Categories](#)

 **Board of Architectural Review**

Category Name: Plans Description: Select this to apply to the BAR-Small or BAR-Large for BOARD reviews (Conceptual, Preliminary, and/or Final plan review). Please see the BAR-S and BAR-L schedule for deadlines and meetings dates (www.charleston-sc.gov/bar). Incomplete submittals will not be placed on an agenda. Staff will contact the applicant to confirm the submittal's placement on the agenda. 

 **TRC - Major Subdivision Concept Plan Application**

Category Name: Plans Description: Please select this to apply for Major Subdivision Concept Plan review by TRC. 

 **TRC - Preliminary Plat / Road Construction / Linear Utility Application**

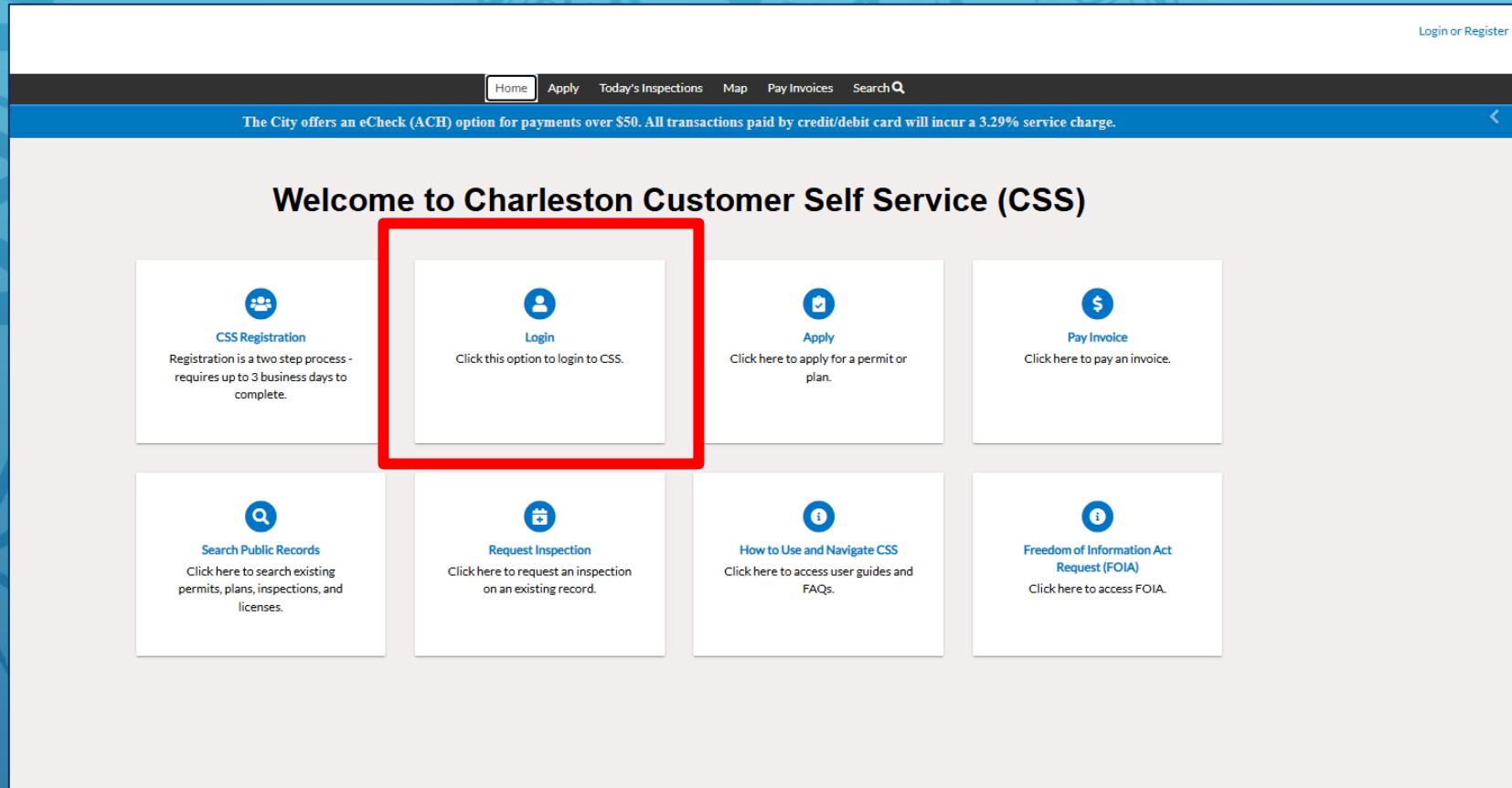
Category Name: Plans Description: Please select this to apply for Subdivision Development (Preliminary Plat / Road Construction) or Linear Utility Plan review by TRC. 

 **TRC - Site Plan / Early Site Package Application**

Category Name: Plans Description: Please select this to apply for Site Plan or Early Site Package review by TRC. 

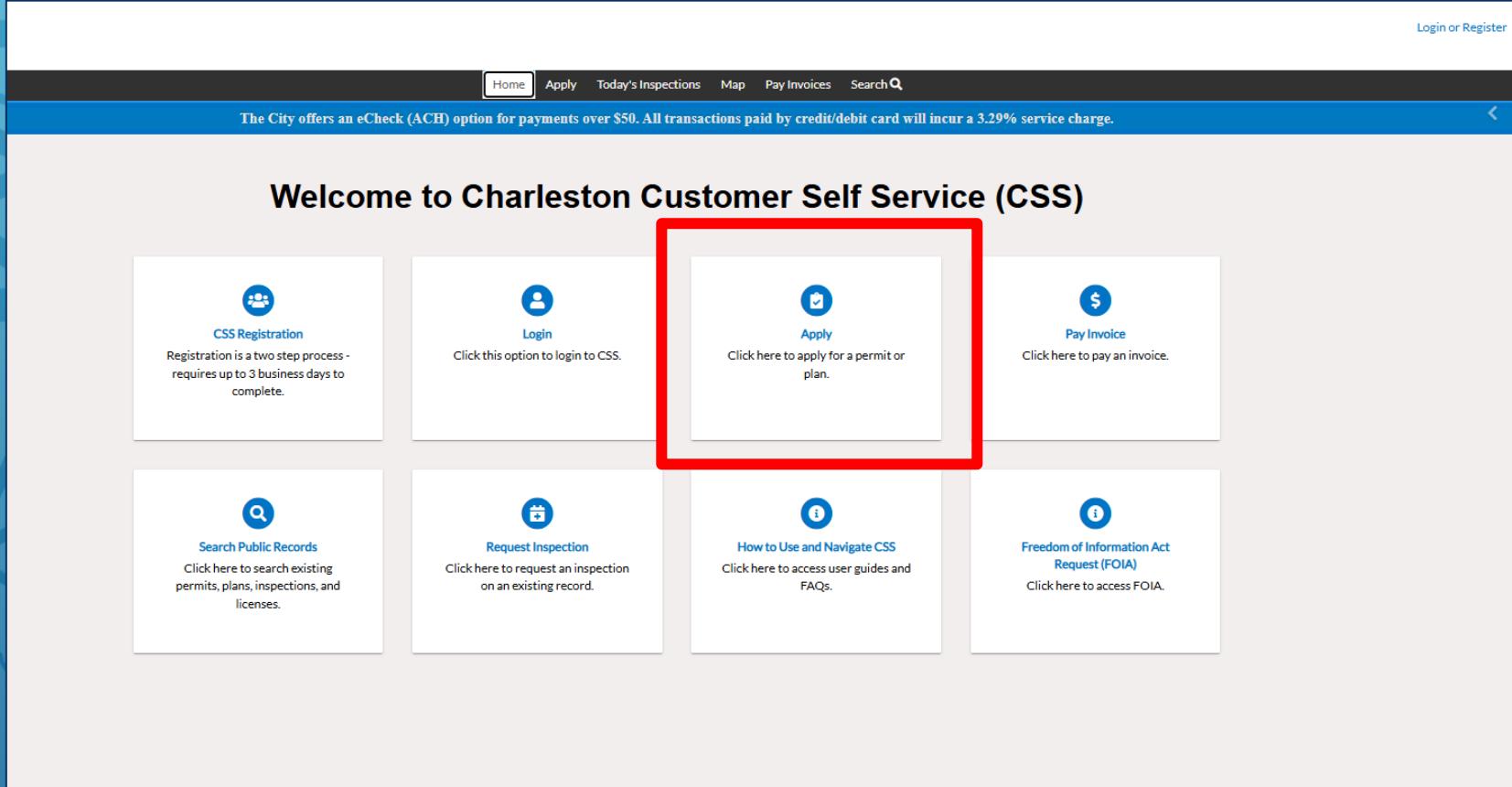
APPLYING TO THE BAR CON'T:

- Method 2



APPLYING TO THE BAR CON'T:

- METHOD 2



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)

Apply Click here to apply for a permit or plan.

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

Login
Click this option to login to CSS.

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.

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.

APPLYING TO THE BAR CON'T:

- METHOD 2

Home Apply Today's Inspections Map Pay Invoices Search 

Application Assistant

board 

Board 

Commercial Food/Beverage Business License

Category Name: Application Description: Do NOT use this application for license renewals.

When the business will sell food and/or beverages (including alcohol) AND the business is physically located within Charleston city limits, then use this application to apply for: 1) a new license for a new business OR 2) a new secondary license for an existing business.

Commercial Non-Food/Beverage Business License

Category Name: Application Description: Do NOT use this application for license renewals.

When the business will NOT sell food and/or beverages (including alcohol) BUT the business is physically located within Charleston city limits, then use this application to apply for: 1) a new license for a new business OR 2) a new secondary license for an existing business.

Home-Based Business License physically in City limits

Category Name: Application Description: Do NOT use this application for license renewals, out of town businesses, or building/construction/trade contractors.

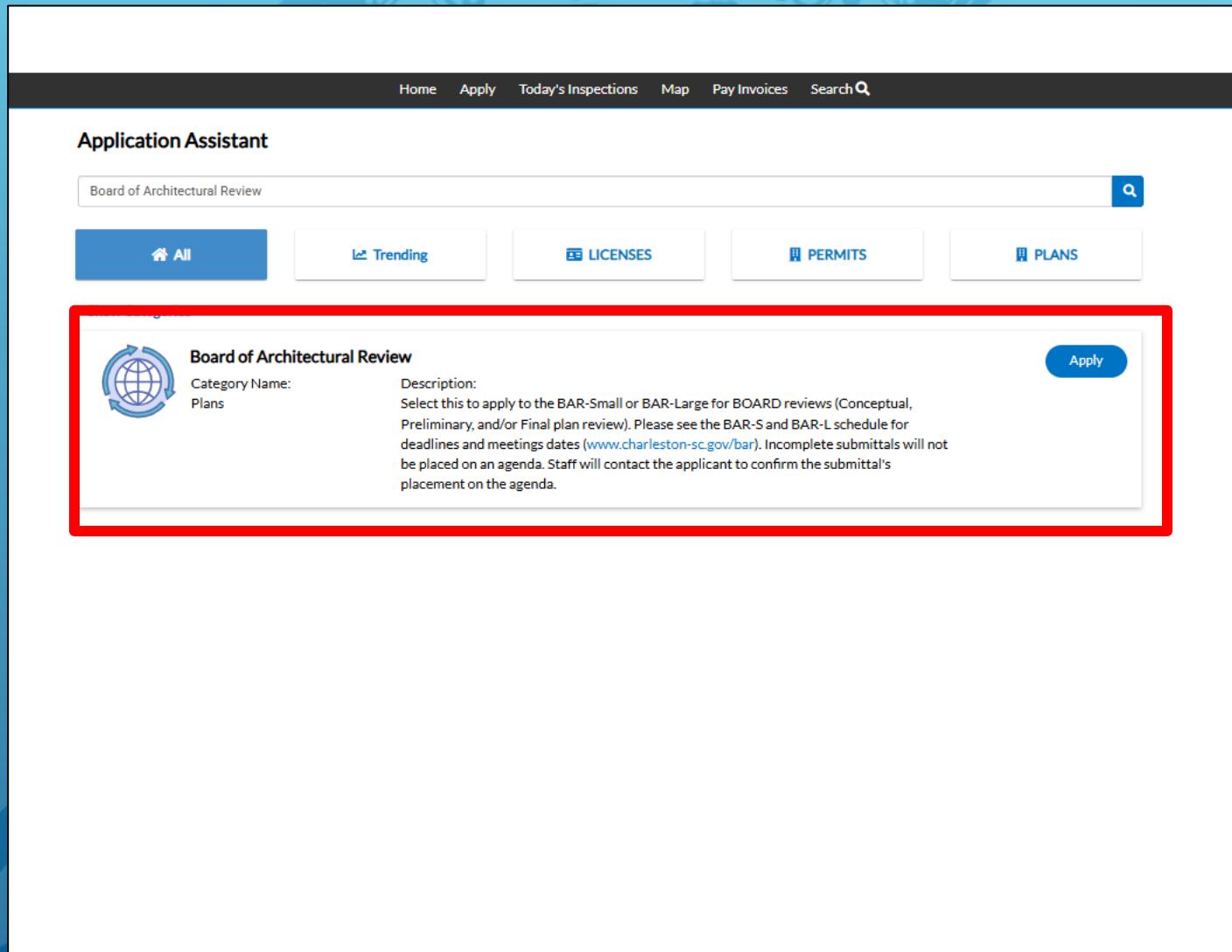
When the business is operated from your home AND the your home is physically located within Charleston city limits, then use this application to apply for: 1) a new license for a new business OR 2) a new secondary license for an existing business.

Home-Based Contractor Business License physically in City limits

Category Name: Application Description: Do NOT use this application for license renewals or out-of-town contractors.

APPLYING TO THE BAR CON'T:

- METHOD 2



Application Assistant

Board of Architectural Review

All Trending LICENSES PERMITS PLANS

Board of Architectural Review

Category Name: Plans

Description:

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Apply



QUESTIONS?