

Apply for a Certificate of Occupancy

[Navigate to CSS \(charleston-sc.gov\)](http://charleston-sc.gov)

1. Click [Login or Register](#) in the top right corner of the page and ensure you get signed in under the correct account.
 - a. If you do not have an existing CSS account, please reference the [New User Instructions](#) guide to get applied.
2. Navigate to the Apply page and scroll down to find the 'Permit-Certificate of Occupancy' option and click the blue 'Apply' button.

3. Once the page opens, it will prompt you to input the Business Physical Address under 'Add Location'. It will pull up a searchable map where you can add the correct Address, including Suite/Unit # if necessary. Once added, it will populate the address under the 'Locations' tab.

4. After confirming the Business Address, you will input the ‘Permit Details’ as detailed in the highlighted section from the screenshot below.

Apply for Permit - Permit - Certificate of Occupancy *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

PERMIT DETAILS

Fields with an asterisk(*) are required. Under description, please describe the business activity or activities including whether the application is for a new business, address change, change hours, change ownership, name change or other.

* Permit Type: Permit - Certificate of Occupancy

* Description:
Description is required.

Buttons: Back, Create Template, Save Draft, Next

5. You will then add the necessary contact(s) associated with the business.

a. Being added as a contact requires an existing CSS account, if someone does not have an existing account please reference the [New User Instructions](#) guide to get applied.

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CONTACTS

Please select or add all contacts associated with the business, such as the business owner. Note, to add a contact, they must have an existing CSS account.

Applicant: Sierra Lancaster (You)
Business Owner: Sierra Lancaster (You)
Add Contact +

Buttons: Back, Create Template, Save Draft, Next

6. The ‘More Info’ tab is where all relevant information for the business and physical space will be input. All necessary sections will be identified by a **red Asterix (*)** next to the question. Once all the required information is provided, it will allow you to move onto uploading attachments.

*Describe the Nature of Business to be Conducted

7. Under the ‘Attachments’ page, you will upload the required Fire Self Survey and Floor Plan with dimensions of your space.

a. Fire Self Survey
b. Floor Plan Guide

8. The next step is reading the disclosure statement and providing an electronic signature.
9. The final page is 'Review & Submit', you will ensure all the information provided is accurate and all necessary documents have been uploaded correctly. After confirming, you will click the blue 'Submit' button on the bottom right of the page.
10. Once you submit, you should immediately receive a message stating, 'Your application was successfully submitted!' and a button to continue to view the permit in CSS.

 **Your application was successfully submitted!**

Your application has been submitted successfully! We are currently reviewing your application for completeness and will notify you via the email address or phone number associated with this CSS account if additional information is needed. You should receive an automatic email from our system upon a successful submittal.

[Continue to permit](#)

11. After the permit is received, assuming it is a complete submittal, it will be initiated for review to the necessary departments, and you will receive an automatic notification email.
 - a. The departments that review Certificate of Occupancy are Zoning, Building Inspections and the Fire Marshal.