

CITY OF CHARLESTON PERMIT APPLICATION PROCESS

A quick guide for permit submittals. **Customer tasks** are on the left. **City staff tasks** are on the right.

Submit Application

Submit required application materials through the CSS portal (if applicable), permits@charleston-sc.gov, or in person at 2 George Street.

Upload missing files (if necessary)

Upload requested documents through CSS portal. Notify staff at permits@charleston-sc.gov once uploaded.

(NOTE: Staff does not get notified when new documents get uploaded through CSS)

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Completeness Check

Staff will review submitted application materials. If it is **complete** the application will be initiated for review. If it is **not complete**, an email will be sent requesting additional information.

Initiate Permit for Review

When all required application materials are received, the permit will be routed to review. Staff will determine the necessary departments to review based on the proposed scope of work.

In Plan Review

Assigned reviewers will evaluate submitted materials. If it **meets** all requirements, it will be approved. If it does **not meet** all requirements, comments will be provided through CSS.

Plan Review Completed

Once all approvals have been given, staff will confirm the necessary contractors license or exemption is met. If not, an email will be sent requesting this information. If yes, the permit will be released for issuance.

Released for Issuance

Staff will confirm the Business License is up to date and invoice the necessary fees.

Payment Pending

Pay invoiced permit fees through CSS. (NOTE: Permit will automatically be issued the midnight following payment.)

Permit Issued

The permit placard can be printed through CSS, and construction can now begin.