

## Charleston County

# PERMIT APPLICATION PROCESS

**Building Inspection Services** 

Quick guide for permit submittal. Customer on the left and BIS staff on the right.

## **Permit Application**

Submit a permit application through the CSS Portal or apply in person at our office.



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## **Completeness Review**

Staff reviews the scope of work, required documents, and licenses.

## Simple/Sub Permit

Staff will proceed to process the permit.

## Permit requiring Plan Case

Check for approved Plan Case. If no Plan case, applicant needs to apply for one. If have an approved Plan Case, proceed in processing the permit.

**Note:** If permit needs an approved Plan Case. Please proceed to the Plan Case Application Process quick guide.

#### CSS PORTAL

Scan the QR code to access the online CSS portal.

## Applicant Address issue

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Applicant emails <u>buildingservices@charlestoncounty.org</u> or visits our office to address the issue and reprocess the permit.

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# Permit process & review complete

Once the scope of work, required documents, and licenses are met, all necessary fees will be invoiced.

## **Pending Payment**

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Pay invoiced permit fees through CSS portal.

**Note:** Permit will be issued the next business day.

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Pemit Issued

Permit will be Active and construction can begin.

# **QUESTIONS?**



843 202-6930



buildingservices@charlestoncounty.org



4045 Bridge View Dr.,N. Charleston, SC 29405



Please monitor CSS Portal for updates.