



Charleston County

PLAN CASE APPLICATION PROCESS

Building Inspection Services

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

Plan Case Application

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

1



Scan the QR code to access the online CSS portal.

CSS PORTAL

2

Completeness Review

Review coordinator reviews the scope of work and required documents.

Applicant address issue

Applicant emails buildingservices@charlestoncounty.org or visits office to address the issue and reprocess the permit.

3

4

Plan Case Invoice

When all initial required documents are uploaded. The staff will invoice the Plan Case review fee.

Pending Payment

Pay invoiced permit fees through CSS portal.

5

6

In Plan Review

Review coordinator will assign the Plan Case to Plan Reviewer. Assigned reviewers will review all the documents and plans. If meets requirements, it will be **Approved**. If does not meet requirements, corrections will be uploaded to the CSS portal and will send email of a copy of the corrections to the applicant.

Submit Revision/Correction

Submit revision/correction or additional documents requested by the Plan Reviewer for the Plan Case to be approved.

7

8

Plan Case Approved

Once all documents and plans are approved, applicant will receive an email that the Plan Case is Approved and may now proceed in applying for the necessary permit.

Applicant Received Approve

Applicant will receive the email notification and may now proceed with applying for the permit.

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Note: Please see Permit Application Process

QUESTIONS?



843 202-6930



BISPlans@charlestoncounty.org



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Please monitor CSS Portal for updates.